

# Vancouver Island University

## Faculty and Staff Regalia Rental Form

### June 4 & 5, 2012 Convocation Ceremony

Deadline to order regalia **Wednesday, March 14, 2012**

Orders can be processed by mail, at the Bookstore, by email to [bookstore@viu.ca](mailto:bookstore@viu.ca) or by fax 740-6460

**LATE ORDERS WILL NOT BE ACCEPTED**

Name:			
Dept:			
Phone:		Height (with shoes):	

#### RENTAL COST

Gown Rental	BA	\$11.99	Masters	\$14.99	PhD	\$21.99	
Hood Rental	BA	\$11.99	Masters	\$11.99	PhD	\$16.99	
Type of Hood: (i.e. Science, etc.)							
Hat Purchase (Optional)*							\$9.95
*Black mortarboard with black tassel.							<b>Subtotal</b>
							GST (5%)
							PST (7%)
							<b>Total</b>

**\*\* Do you require full fit (x-large fit)      yes      \_\_\_\_\_**

**Payment by:** VISA ; M/C ; AMEX ; Debit ; Check ; Cash ; Cashier: \_\_\_\_\_

VISA, M/C or AMEX: _____	Expiry: _____
Security # on back of card: _____	
Name on Card: _____	Daytime Phone: _____

Charge to Cost Centre: _____	Authorized by: _____
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**Please Note:**

- Regalia pick up is available starting **Thursday, May 31, 2012** at the Bookstore during regular hours.
- Return regalia after the ceremony at The Port Theatre or by **Thursday, June 7, 2012**, at the Bookstore.
- No refund of rental fees on unclaimed rentals.
- \$5 per day late fee on unreturned regalia will be charged after **Thursday, June 7, 2012**.
- We rent "generic" gowns and hoods from University of Manitoba for Bachelor, Masters and Doctoral degrees.
- **Regalia rentals are the responsibility of the faculty member named on this form. A signature is required for pick-up and returned items. Replacement cost for regalia not returned will be charged to the faculty member named on this rental agreement.**

Regalia Picked Up \_\_\_\_\_  
*Signature required*

Regalia Returned \_\_\_\_\_  
*Signature required*