



Academic Dress Hire Form – December 2009

Information Sheet

Keep this page for your reference

In order to hire the required academic regalia you will need to: read the terms and conditions below, consult the academic information on the next page as to what regalia you require for your degree, fill in and sign the hire form, and return it to the Union office no later than COB on Friday 13th November 2009

Terms and Conditions of Hire

1. In order to hire academic regalia from The Australian National University Union the hire cost must be paid in full. This includes a \$20 deposit which will be returned upon the Union receiving the academic regalia in accordance with these terms and conditions.
2. Failure to submit the hire form to The Australian National University Union by Close of business on Friday 13th November 2009 will incur a late fee of \$20.
3. In hiring the academic regalia from The Australian National University Union the hirer is responsible for the regalia and any damage or loss sustained while in their care. If damage or loss is sustained the hirer may incur the full cost of repair or replacement of the regalia.
4. In order to pick up regalia, hirers should arrive no less than two (2) hours before the commencement of their ceremony, otherwise no guarantee can be made for a timely arrival at the ceremony.
5. Regalia must be returned no later than three (3) hours following the ceremony to the location detailed below or the deposit will be forfeited.
6. If the hirer fails to return the gown by the next working day following their ceremony, in addition to forfeiting their deposit, the hirer may incur the full cost of replacement of the regalia.
7. The hirer must correctly complete in full and sign the hire form or no guarantee can be made that regalia correct to the hirers degree will be available for hire on the day of the ceremony.
8. No refunds will be granted for Academic Dress hire cancellations made later than two (2) days prior to the graduation ceremony. If you are made not eligible for your graduation you must cancel your Academic Dress hire.
9. Your signature on the hire form indicates that you understand these terms and conditions and agree to abide by them.
10. If the hirer fails to return the gown, a negative service indicator will be placed against their student account at The Australian National University; this will prevent ongoing access to administrative services (including transcript reproduction) until the matter is resolved.

Important Information

Regalia Collection:

Regalia items should be collected and returned at the following times:

ANU College of Medicine, Biology and Environment *and* ANU College of Physical Sciences: Wednesday 9th December 2009 8:00am-6:00pm or Thursday 10th December 2009 7:30am-9:00am from Karmel Room, ANU Union Building
Return By: Thursday 10th December 2009 3:00pm Karmel Room, ANU Union Building

ANU College of Business and Economics: Wednesday 9th December 2009 8:00am-6:00pm or Thursday 10th December 2009 7:30am-1:00pm from Karmel Room, ANU Union Building
Return By: Thursday 10th December 2009 7:00pm Karmel Room, ANU Union Building

ANU College of Law *and* ANU College of Medicine, Biology and Environment: Wednesday 9th December 2009 8:00am-6:00pm or Thursday 10th December 2009 7:30am-4:30pm, ANU Union Building from Karmel Room, ANU Union Building
Return By: Thursday 10th December 2009 10:30pm Karmel Room, ANU Union Building

ANU College of Asia and the Pacific *and* ANU College of Engineering and Computer Science: Thursday 10th December 7:30am-10:00pm or Friday 11th December 2009 7:30am-9:00am from Karmel Room, ANU Union Building.
Return By: Friday 11th December 2009 3:00pm Karmel Room, ANU Union Building

ANU College of Arts and Social Sciences: Thursday 10th December 7:30am-10:00pm or Friday 11th December 2009 7:30am-1:00pm from Karmel Room, ANU Union Building.
Return By: Friday 11th December 2009 7:00pm Karmel Room, ANU Union Building



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Academic Dress Requirements for Graduates:

Those graduating are required to wear the following and should indicate such on the hire form:

Graduates receiving a Bachelors or Masters Degree: Hood (appropriate to your degree), Gown and Mortarboard

Graduates receiving a PhD: Hood, Gown and Bonnet

Graduates receiving Graduate Diplomas or Graduate Certificates: Stole, Gown, Mortarboard

Graduates receiving a Bachelor of Medicine and Surgery: Hood, Gown and Mortarboard

For a full description of the academic dress and the appropriate colours for each degree please visit the Graduations website at www.anu.edu.au/sas/graduation/preparation_for_graduation and click on the link to the "description of Academic Dress worn by the Graduates of the University" PDF.

Further information

For further information regarding the hire of academic regalia please contact the Union office on (02) 6125 8101.

Academic regalia is available for purchase at the Union Shop (Phone: (02) 6125 3648). Orders for the December graduation must be placed by Friday 13th November 2009 to ensure the products will be available in time for the graduation.

**ALL ENQUIRIES REGARDING ACADEMIC DRESS SHOULD BE DIRECTED TO
THE UNION OFFICE ON 02 6125 8101.**



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Return this form with full payment to the ANU Union Office by **Friday 13th November 2009**

In person: 1st Floor, Union Building (above the University Bar) between the hours of 9 AM and 4 PM

By mail or fax to: The ANU Union Inc. CANBERRA ACT 0200 (Phone: 02 6125 8101 Fax: 02 6125 5564)

STUDENT NUMBER _____

SURNAME _____ GIVEN NAME _____

ADDRESS _____ STATE _____ POST CODE _____

EMAIL _____

TELEPHONE Home: _____ Mob: _____ Other: _____

Tick Ceremony you are attending:

10/12/09 10.00am 10/12/09 2.00pm 10/12/09 5.30pm

11/12/09 10.00am 11/12/09 2.00pm

Tick Degree Type: Bachelor Masters PhD Grad Dip Grad Cert

Degree that you are hiring academic dress for: _____ (eg, Arts, Law etc)

- • • Students receiving a double degree must specify which hood they wish to wear
- • • Please see Academic Dress Information Sheet to determine which items you need to hire

Please tick the following item you wish to hire:

HOOD (for Bachelor/Masters/PhD degrees) _____ \$40

STOLE (for Grad Dip/Grad Cert/National Institute of the Arts/Advanced Diploma) \$35

GOWN (for all degrees) _____ \$45

MORTAR BOARD (for Bachelor/Masters/Grad Dip/Grad Cert) _____ \$35

BONNET (for PhD Graduates) _____ \$40

DEPOSIT (refundable on return of academic dress in good order) _____ \$20

LATE FEE _____ \$20

All hire prices are GST inclusive _____ TOTAL: _____

Payment Type: Cash (please do NOT send cash in mail) Cheque/Money Order (payable to ANU Union)

Credit Card (complete below) EFTPOS (in person at ANU office)

Credit Card (tick): Mastercard Visa

Please debit my credit card for \$A _____

Card Holder's Name _____ Expiry date _____

No.

Card Holder's Signature: _____ Date _____

I have read and agreed to the terms and conditions of hire contained in the Academic Dress Hire Information Sheet and understand that financial penalties apply for non-compliance. (tick)

Signed: _____ Date: _____

(OFFICE USE ONLY)

TAX INVOICE - The Australian National University Union Inc. ABN 58 617 053 328

This document becomes a tax invoice for GST purposes upon completion of payment.

Hire Received (incl GST) \$ _____ Receipt Number _____ Staff Initial: _____ Date: _____