



Academic Dress Hire

P O Box 1713 Palmerston North

Internal Massey Mail: Kura Awa, Hokowhitu campus, PN901

Phone (06) 351-3488

Website: www.masseygowns.org.nz

Email: enquiries@masseygowns.org.nz

Winter Hours: 9am - 1pm Tues - Thurs

Premises: Centennial Drive, opposite the end of Jickell St, Palmerston North.

A service provided by Graduate Women Manawatu Charitable Trust

Form for **Massey Staff** at **Palmerston North** or **Wellington** only.

Albany staff use Albany form.

This form is for printing, it cannot be completed on-line. [Please click file/print on your screen menus.]

Applications Due : **14 April** for May ceremonies;

1 November for November ceremonies

Late applications may not be accepted

Family Name: *Large upper case please*

First Name:

Preferred Title:

Campus Mail Address

Massey Phone ext.:

Massey ID if you are graduating.:

Home Address (Street):

Address (City)

Home or Mobile Phone:

Please tick all the ceremonies you are reserving robes for:

<input type="checkbox"/>	1 Palm North, May Cerem 1, BUSINESS A, AVIATION
<input type="checkbox"/>	2 Palm North, May Cerem 2, SCIENCE A, VET , BUSINESS B
<input type="checkbox"/>	3 Palm North, May Cerem 3, SCIENCE B, INF SCI, MED LAB
<input type="checkbox"/>	4 Palm North, May Cerem 4, SCIENCE C, Food Tech & ENG
<input type="checkbox"/>	5 Palm North, May Cerem 5, EDUCATION & NZSM
<input type="checkbox"/>	6 Palm North, May Cerem 6, HUM/SOC SCI , HEALTH
<input type="checkbox"/>	

<input type="checkbox"/>	8 Palm North, May Cerem to Honour Pasifika Graduates
<input type="checkbox"/>	9 Palm North, May Cerem to Honour Maori Grads
<input type="checkbox"/>	
<input type="checkbox"/>	Wellington, May (Any Cerem)
<input type="checkbox"/>	Albany, April - Palmerston North staff only
<input type="checkbox"/>	Palmerston North, November Graduation (Any cerem)
<input type="checkbox"/>	Other (specify date/time)

Items ordered: [enter not applicable if an item is not required]

		Hire Fee	Amount to Pay
Hood	<i>Please state degree (and the university if not Massey)</i>	\$20.00	
	State degree & university to order		
Stole	<i>Worn by Massey diplomates only Stole and hood are not worn together</i>	\$20.00	
	cm State height in cm if one is required		
Gown	<i>State height in cm (head to toe) and Bachelor, Master, or Doctor</i>	\$35.00	
	cm State height in cm and Bachelor Master or Doctor		
Hat	<i>State head circumference in cm Select Trencher or Bonnet</i>	\$20.00	
	cm State head circumference and trencher or bonnet		
Total Hire Cost:			\$75?

Conditions of hire:

Please read the conditions on page 2 and sign here to indicate your acceptance:

Please Select a Payment Method:

Cheque: Tick Here: <input type="checkbox"/>	Massey Order: <input type="text" value="e.g MM 1234"/>	Cash: <input type="checkbox"/>
(Cheques payable to <i>Academic Dress Hire</i>)	(Enter Order Number) <input type="text" value="our MM supplier code = ACADRE01-00"/>	Eftpos: <input type="checkbox"/>

Visa/MasterCard:

Cardholder name: <input type="text"/>	Amount to debit: <input type="text"/>	Cardholder signature: <input type="text"/>
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Card Number: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry Date: <input type="text"/>
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FOR INTERNET BANKING Please lodge your money into the following account and enter your **Surname** and Massey ID Number into reference field **.BNZ Palmerston North, Graduate Women Manawatu Charitable Trust Inc.** 02-1231-0017007-03 Then **post this completed form** to **P.O. Box 1713 Palmerston North** as above, stating your deposit date ____/____/2011

Acknowledgement:

You will receive an acknowledgement of your order approximately one week after the closing date, together with information regarding collection and return arrangements. **Please keep this green form as your GST receipt**

Conditions of Hire :

- We expect you to return the items hired by the deadline stated below as they will have been rebooked for later ceremonies. If you need an extension to your hire period please let us know immediately.
- Please obtain a receipt when returning your robes, and retain this receipt for 30 days.
- You will be invoiced for the value of any robes not returned and liable for all debt collection costs should the invoice remain unpaid after 30 days.
- Please note you the hirer must accept responsibility for ensuring you are entitled to wear the robes you are ordering.
- Please sign on previous page to indicate your acceptance of these conditions.

These times are a guide only and will be confirmed closer to the time of graduation

Ceremonies	Date/Time	Collect Academic Dress	Return Deadline
1 College of Business A	Mon 9 May 2.30pm	From 9am Friday 6 May	Tuesday 10 May at 12 noon
2 College of Sci A/Bus B	Tues 10 May 9.30am	From 1pm Monday 9 May	Wednesday 11 May at noon
3 College of Science B	Tue 10 May 2.30pm	From 4pm Monday 9 May	Wednesday 11 May at 4pm
4 College of Education A	Wed 11 May 9.30am	From 12 noon Tuesday 10 May	Thursday 12 May at 4pm
5 College of Education B	Wed 11 May 2.30pm	From 4pm Tuesday 10 May	Friday 13 May at 5pm
6 College of Hum SocSci	Thurs 12 May 9.30am	From 12 noon Wednesday 11 May	Friday 13 May at 5pm
Pasifika Celebration	Thu 12 May	From 4pm Wednesday 11 May	Monday 16 May at 2pm
Maori Celebration	Fri 13 May	From 10am Thursday 12 May	Monday 16 May at 2pm
Wellington Graduation	Thursday 26 May 2011	From 9am Wed 25 May (in Wgtn)	Thurs 26 May at 5pm (in Wgtn)
Palm North November 2010	26 Nov (any cerem)	From 8.30am Thursday 25 Nov	Monday 29 Nov at 2pm

Notes:

We have a few **Extra Wide gowns** for those who are wide across the shoulders. If you think you need one please indicate your chest or bust measurement as well as your height in the gown box on page 1.

Please measure your head circumference just above you eyebrows, and straight round the back. Use a piece of string and a ruler if you do not have a measuring tape.

We can usually supply the hoods for other NZ universities, but in most cases we will substitute Massey PhD robes for other NZ PhDs. We suggest you make other arrangements to obtain your requirements if this practice is not acceptable. Orders for other NZ hoods need to be placed before the closing date.

Depending on availability, trenchers may be substituted for bonnets. You will be notified if this occurs.

If you wish to purchase robes please contact us, or go to www.masseygowns.org.nz/robepurchase.html.