



Academic Dress Hire

P O Box 1713 Palmerston North 4440
Massey Mail: Kura Awa, Hokowhitu, PN901

Palmerston North and Wellington

Phone: [06] 351 3488 or Massey ext 8688

Email: info@masseygowns.org.nz

Website: www.masseygowns.org.nz

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

This service is provided by **Graduate Women Manawatu Charitable Trust Inc.,**

Due dates for orders: 1st March for May and 1st September for November Graduations

Late applications may not be accepted

Family Name: <i>Large upper case please</i>	First Names	Massey ID Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address (Street, not a P O Box)	City	Email	Phone: Mobile preferred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma or Certificate to be awarded:	<input type="text"/> e.g. BBS	Please enter any prior degree and the university here:	<input type="text"/> e.g. BA India
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Please tick the ceremony (or ceremonies) you are reserving robes for if known.

<input type="checkbox"/>	1 Palm North, May Cerem 1, College of Business A, Aviation
<input type="checkbox"/>	2 Palm North, May Cerem 2, College of Bus B, College of Sci A, Vet Sci
<input type="checkbox"/>	3 Palm North, May Cerem 3, College of Sci B, InfSci, MedLab, Science
<input type="checkbox"/>	4 Palm North, May Cerem 4, College of Education, Creative Arts, NZSM
<input type="checkbox"/>	5 Palm North, May Cerem 5, College of Humanities & Social Sciences.

USE THE BLUE FORM FOR ALBANY or www.massey.ac.nz

We will confirm the information is correct will Massey University

<input type="checkbox"/>	Palm North, May Ceremony to Honour Maori Grads
<input type="checkbox"/>	Palm North, May Ceremony to Honour Pasifika Grads
<input type="checkbox"/>	13 Wellington Campus , 31st May 2012 (Any ceremony)
<input type="checkbox"/>	14 Palm North, 30th November 2012 (Any ceremony)

Items ordered:	[Please Turn Over for help on what to order]	Hire Fee	Amount to Pay
Hood	<i>Please state degree (and the university if not Massey)</i> <input type="text"/> e.g. BSc Write "Own" if you are supplying your own	\$20.00	
Stole	<i>Worn by Massey diplomates only</i> <i>State full height in cm</i> <input type="text"/> cm Write "Own" if you are supplying your own	\$20.00	
Gown	<i>State full height in cm</i> <i>(top of head to floor)</i> <input type="text"/> cm Write "Own" if you are supplying your own	\$35.00	\$35.00
Hat	<i>(Trencher or bonnet)</i> <i>State head circumference in cm</i> <input type="text"/> cm Write "Own" if you are supplying your own	\$20.00	
This refundable Bond will be refunded to you in the form of a non transferable cheque when you return your regalia or back onto your credit card. After 6 months un-presented cheques are treated as a donation.		Refundable Bond Must be included by all applicants \$65.00	+\$65
unpaid orders are not accepted Total Hire Cost :			<input type="text"/>

Conditions of hire:
Please read the conditions overleaf and sign here to indicate your acceptance:

Please select a Payment Method:

Cheque: Tick Here: <input type="checkbox"/>	Cash / EFTPOS: Tick here: <input type="checkbox"/>
(Make cheques payable to <i>Academic Dress Hire</i>)	only at our premises prior to closing date

Visa/MasterCard:

Cardholder name:	<input type="text"/>	Amount to debit:	<input type="text"/>	Cardholder signature:	<input type="text"/>
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry Date:	<input type="text"/>

FOR INTERNET BANKING pls lodge your money into the following account and enter your Surname OR Massey ID number into the reference field. **BNZ Palmerston North, Graduate Women Manawatu Charitable Trust Inc.** 02-1231-0017007-03. Then **POST THIS COMPLETED FORM TO PO Box 1713 Palmerston North, STATING THE DEPOSIT DATE** ____/____/2012

An acknowledgement of your order will be sent to you 3 weeks prior to graduation, with full information about collection and return arrangements. For earlier information about times and answers to many other questions please go to timetables on www.masseygowns.org.nz.

Monitor your cheque or credit card statements to confirm we have banked your payment.

What to order : (full descriptions are available at www.masseygowns.org.nz/robedescriptions.html)

Certificates: a bachelor gown, or the robes of any prior degree you may hold

Diplomas: a bachelor gown and a Massey stole

(no prior degree)

Diplomas: a bachelor gown, a Massey stole and a trencher

(with prior degree) or the robes of your previous degree Do not wear a stole and hood together

Degrees: a gown (bachelor or master), a Massey hood (showing the colours of your degree),

(bachelors, masters) and a trencher (the hat - also known as a cap or a mortarboard)

Doctorates: a doctoral gown and hood, and a doctoral bonnet

Conditions of Hire :

Failure to return the items hired in good condition, by the deadline stated below, will mean forfeiting your bond.

You will also 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 sign on page 1 to indicate your acceptance of these conditions.

These times are a guide only ; confirmation will be sent to you closer to graduation

Ceremonies	Date/Time	Collect Academic Dress	Return Deadline
1 Business A Aviation	Mon 14 May 1.30pm	From 8am Monday 14th May	24 hours following your ceremony
2 Business B Sci A, Vet	Tue 15 May 9.30am	From 1pm Monday 14th May	24 hours following your ceremony
3 Science B, Inf Sci, MedLab,	Tue 15 May 2.30pm	24 hours before your ceremony	24 hours following your ceremony
4 Education , NZSM	Wed 16 May 9.30am	24 hours before your ceremony	24 hours following your ceremony
5 Humanities & Social Sci,	Wed 16 May 2.30pm	24 hours before your ceremony	24 hours following your ceremony
Maori Celebration	Thur 17 May 9.30am	24 hours before your ceremony	24 hours following your ceremony
Pasifika Celebration	Thur 17 May 3.00pm	24 hours before your ceremony	24 hours following your ceremony
<i>If going to more than one ceremony ; keep robes</i>		<i>Until after your second ceremony</i>	
Wellington Graduation	Thurs 31st May / 01st June	From 9am Wed 30th May (in Wgtn)	By Thurs 31st May 5pm(in Wgtn)
November Graduation in Palm North	30th Nov 2012	From 8.30am Thur 29th Nov (in P/N)	By Monday 3rd Dec 2pm(in P/N)

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 the reverse side of this form.

If going to an **earlier ceremony and the Maori or Pasifika celebration in Palmerston North**, please retain your robes for both ceremonies and return them prior to Monday 21/05/2012 at midday in Palmerston North.

If attending the Maori and Pasifika celebrations in Wellington pls retain your robes until the Friday afternoon.

More details to follow nearer the time

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** if you need one.

If you have a **degree from overseas** we suggest you opt to wear a stole, or undertake to obtain your own hood.

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

Robes may not normally be taken out of the country. If you particularly wish to do this, please contact us to make a special arrangement.

If you wish to **cancel your robe hire** a full refund will be offered if cancellation occurs up to **1 week before graduation.**

Please check:

Correct month and year have been used in date on cheque.

Your cheque is signed and made payable to Academic Dress Hire.

Your actual height (not the gown length) and your head circumference are recorded.