



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

2011 & 2012

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 |
| <input type="checkbox"/> | 3 Palm North, May Cerem 3, SCIENCE B, INF SCI, MED LAB |
| <input type="checkbox"/> | 4 Palm North, May Cerem 4, EDUCATION , NZSM |
| <input type="checkbox"/> | 5 Palm North, May Cerem 5, HUM/SOC SCI |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 8 Palm North, May Cerem to Honour Maori Graduates |
| <input type="checkbox"/> | 9 Palm North, May Cerem to Honour Pasifika 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**

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

Total Hire Cost:

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)	Eftpos: <input type="checkbox"/>

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"/>	<input type="text"/>	Expiry Date: <input type="text"/>
-----------------------------------	----------------------	----------------------	----------------------	-----------------------------------

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** ____ / ____ /2012

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 14 May 1.30pm	From 9am previous Friday	latest 24 hours after the ceremony
2 College of Science A	Tues 15 May 9.30am	From 9am previous Friday	latest 24 hours after the ceremony
3 College of Science B	Tues 15 May 2.30pm	From 24 hours before the ceremony	latest 24 hours after the ceremony
4 College of Education	Wed 16 May 9.30am	From 24 hours before the ceremony	latest 24 hours after the ceremony
5 College of Humanities & Social Sciences	Wed 16 May 2.30pm	From 24 hours before the ceremony	latest 24 hours after the ceremony
Pasifika Celebration	Thur 17 May	From 24 hours before the ceremony	latest 24 hours after the ceremony
Maori Celebration	Thur 17 May		
Wellington Graduation	Thur/Fri 31 May /1 June	From 9am Wed 30 May (in Wgtn)	Thurs 31 May at 5pm (in Wgtn) Or retain for Maori & Pasifika
Palm North November	(any ceremony)	Collect the day before	Return on the Friday or Monday

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.