

HIRE OF ACADEMIC REGALIA
INDIVIDUAL ORDER FORM



Name:		Student ID number:	
Address:			
Phone Number:		Mobile Number:	
Email Address:			
Date Regalia Required:			
Name of Award (eg. Bachelor of Arts)			
Hood Colour (if known)			

ACADEMIC REGALIA HIRE FEES <u>** REFUNDS ARE CHEQUE ONLY (allow 10 working days)**</u>		
<u>Within Australia</u>	\$218.00	Refunded deposit: \$125.00
<u>Overseas</u>	AUS \$318.00	Refunded deposit: \$225.00

GOWN SIZE	<i>Please <u>circle the box</u> of the size gown you require</i>
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Height (cm)	150	152	158	163	168	173	178	183	188	193
Gown Size	38	40	42	44	46	48	50	52	54	56

TRENCHER / BONNET	<i>Please <u>circle the box</u> of the size trencher/bonnet you require</i>										
SIZE	X Small		Small		Medium		Large		X Large		XX Large
	53	54	55	56	57	58	59	60	62		

AGREEMENT	
I agree to indemnify the University for any loss or damage occurring to the academic dress during the term of hiring, and agree to return the academic dress within 10 days. In the event of loss, damage, or failure to return the academic dress, I agree to pay full cost for repair/replacement of the academic dress.	
Signature of hirer:	Date:

PAYMENT OF REGALIA HIRE
By Cheque or Money Order - Please make all cheques and money orders payable to Deakin University and send to the above address together with this form.
By Credit Card - Payment can be made by credit card by phoning Customer Service on +61 3 92446333 or the Cashier on +61 3 52271145 or in person at any Deakin Central Office or Cashiers office
CREDIT CARD RECEIPT NUMBER: _____

Office Use Only – ITEM CODE: 510		
Paid: \$	Date: / /	Receipt No:
Date Regalia Returned: / /	Amount to be refunded: \$	Date refund processed: / /
Initials of staff member responsible:		