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## APPLICATION FOR HIRE/PURCHASE OF GRADUATION GOWN

Please complete all sections of this form.

Please use block letters.

Tick boxes where appropriate.

### A PERSONAL DETAILS

Surname	:	_____	Email Address (es)	Work	:	_____
Other Name(s)	:	_____		Personal:	:	_____
First Name	:	_____	Phone Contact(s)	Work	:	_____
Date of Birth	:	_____		Home	:	_____
<b>Bank Details</b>				Mobile	:	_____
Account No.	:	_____	Bank Name:			_____
Branch	:	_____	Account Name:			_____

### B GRADUATING PROGRAMME DETAILS

School/Centre : \_\_\_\_\_ Campus: \_\_\_\_\_

Programme : \_\_\_\_\_ Major(s): \_\_\_\_\_

### C HIRE/PURCHASE DETAILS

I hereby agree to (*please select*):

Hire Gown                       Purchase Gown

\_\_\_\_\_    \_\_\_\_\_

Student Signature    Date (DD/MM/YY)

**FINANCE DEPARTMENT**

Payment for Gown (Please present completion letter and valid photo ID)      Amount Paid: \$ \_\_\_\_\_      Amount Refunded: \$ \_\_\_\_\_

Finance Officer :	Date: _____ (DD/MM/YY)	Stamp:
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**OREG DEPARTMENT**

Collection of Gown (Please attach receipt of payment)

OREG Staff :	Date: _____ (DD/MM/YY)	Stamp:
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**OREG DEPARTMENT**

Return of Gown (Please attach receipt)

This is to certify that the gown has been returned in good condition

**Authorised Officer:**  
Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

OREG Staff :	Date: _____ (DD/MM/YY)	Stamp:
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**FINANCE DEPARTMENT**

Refund Processed

Finance Officer :	Date: _____ (DD/MM/YY)	Stamp:
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