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| ***Academic Dress Hire Order Form:*** | *Massey Albany Graduation Ceremonies 2015* |

*A service provided by*: **New Zealand Federation of Graduate Women**

North Shore Branch Charitable Trust

P.O. Box 31-261, Milford, Auckland 0741

**STAFF HIRE FORM**

**Closing Date for Orders: 1 March 2015**

PLEASE PRINT Ceremony (please circle) 1, 2, 3, 4, 5, 6, Maori, Pasifika

**Family Name:** ………………………………………….. **Title and** **First Names:**

**Home/Contact Address:**  ………………..………………………………………….

**University Department:** ……………………………………………. **Email:**

**Personal Phone No:** (0 ) ……. **Massey Phone No:** (0 )

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEMS TO HIRE:** | **SIZE/TYPE:** | **HIRE CHARGE:** | **TO PAY:** |
| **1. Gown:**  Enter your full height | **Circle one:****Bachelor or Master or PhD** **Height: ………………..cm** | **$35.00** | **$** |
| **2. Hood:** Enter degree and university  For overseas degrees, please describe your regalia (read notes below re overseas regalia)  **……………………………………………………………**  **……………………………………………………………** | **Degree: …………………..**  **University (if not Massey):**  **………………………………………** | **$20.00** | **$** |
| **or Stole:** | **Height: ………………..cm** | **$20.00** | **$** |
| **3. Trencher (T) or Bonnet (B) or Knox Cap (K):**  Enter measurement around head (usually between 50 and 65 cm) | **Head Circumference:**  **………………………..cm**  **Circle one: T or B or K** | **$20.00** | **$** |
| **Total Payment Enclosed -** *Payment must be made with orders* | | | **$** |
| **Date direct deposit made:** | **or Massey Order No** |  | |

* *Please make cheques payable to NZ Federation of Graduate Women and post to the above address*
* *For direct deposits the bank account details are:*

*ASB Milford NZFGW North Shore Academic Dress, 12 3050 0376237 00.*

* *Please ensure your full name will be evident on our bank statement. Post the order form to the above address or email to* [*gowningmasseyauck@ihug.co.nz*](mailto:gowningmaasseyauck@ihug.co.nz)
* *We are unable to process orders without attached payment, evidence of direct deposit* ***or a Massey order number***
* *Credit card facilities are available on our website* [*www.albanyacademicdress.co.nz*](http://www.albanyacademicdress.co.nz)
* *Queries may be directed to* [*gowningmasseyauck@ihug.co.nz*](mailto:gowningmasseyauck@ihug.co.nz) *or phone 021 1050 767*
* ***Regalia for universities other than New Zealand universities may not be available, in which case the Massey equivalent will be provided.***
* *Regalia orders must be cancelled by 31 March for a full refund to be made.*

**I agree to return the academic dress in good condition or hold myself responsible for its replacement cost**.

Signed: ……………………………………………………………………….Date: ……………………………………..