



REMEMBER: FILL BEFORE PRINTING

PROCESS

APPLICATION: Complete application form and submit form via fax (60) 82 260891 or at Student Information Centre at least one week prior to the expected hire date
COLLECTION: Pay deposit and hire fee at the Finance Department; collect regalia at Student Information Centre
RETURN: Return regalia to the Student Information Centre

STUDENT DETAILS

Title:	Student Number:
Family Name:	
Given Name:	
Address:	
Phone Number:	Mobile:
Email:	

REQUIRED REGALIA

Qualification:
Your Height:
Trencher/Bonnet Size:

COLLECTION/RETURN FEES

Fees:	
<input type="checkbox"/> PhD Regalia set (Gown, Hood, Bonnet and Testamur Cylinder) RM55.00 plus RM900.00 deposit	
<input type="checkbox"/> Master Regalia set (Gown, Hood, Trencher and Testamur Cylinder) RM55.00 plus RM650.00 deposit	
<input type="checkbox"/> Bachelor Regalia set (Gown, Hood, Trencher and Testamur Cylinder) RM55.00 plus RM600.00 deposit	
<input type="checkbox"/> PhD Gown and Testamur Cylinder RM22.00 plus RM500.00 deposit	
<input type="checkbox"/> Master Gown and Testamur Cylinder RM22.00 plus RM350.00 deposit	
<input type="checkbox"/> Hood or Stole and Testamur Cylinder RM20.00 plus RM100.00 deposit	
<input type="checkbox"/> Bonnet and Testamur Cylinder RM20.00 plus RM300.00 deposit	
<input type="checkbox"/> Trencher and Testamur Cylinder RM20.00 plus RM200.00 deposit	
Total: RM	
Note: Late Fees for Regalia Hire as set out above for each day that regalia is not returned.	
Hire fee is to be paid to Finance and the form is to be submitted to Student Information Centre. Student to receive original receipt, copy to be attached to this form.	
Date Collected:	Date Returned:

HIRE ACKNOWLEDGEMENT

<ul style="list-style-type: none"> ▪ I acknowledge receipt of the above terms and agree to return in good condition the hired articles before 5.30pm (next working day) 	
<ul style="list-style-type: none"> ▪ I accept responsibility for any damage done to the items whilst in my possession. 	
<ul style="list-style-type: none"> ▪ I understand and accept that a hire charge per day will be deducted from the above deposit for each day that the items are not returned beyond the date stated above. 	
<ul style="list-style-type: none"> ▪ I understand and accept that I forfeit my deposit completely if I do not return the academic dress at all. 	
<ul style="list-style-type: none"> ▪ I understand Swinburne University of Technology collects and uses information in accordance with its Privacy Statement, which can be viewed at www.swinburne.edu.my 	
Signature:	Date:

REFUND

Returned:	
<input type="checkbox"/> Gown	
<input type="checkbox"/> Hood or Stole	
<input type="checkbox"/> Trencher or Bonnet	
I acknowledge full refund of my deposit of RM	
Signature:	Date:

For further information please contact:
 Telephone: 60 82 416353
 Facsimile: 60 82 260819
 Email: sic@swinburne.edu.my