



REMEMBER: FILL BEFORE PRINTING

PROCESS

APPLICATION: Complete application form and submit to Graduation Swinburne Sarawak <graduation@swinburne.edu.my> or Student Information Centre <sic@swinburne.edu.my> or submit to SIC counter at least one week prior to the expected hire date.
COLLECTION: Pay deposit and hire fees at the Treasury Unit; collect regalia at Student Information Centre (SIC).
RETURN: Return regalia to the Student Information Centre (SIC).

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)	RM60.00 plus RM900.00 deposit
<input type="checkbox"/> Master Regalia set (Gown, Hood, Trencher and Testamur Cylinder)	RM60.00 plus RM650.00 deposit
<input type="checkbox"/> Bachelor Regalia set (Gown, Hood, Trencher and Testamur Cylinder)	RM60.00 plus RM600.00 deposit
<input type="checkbox"/> PhD Gown	RM30.00 plus RM500.00 deposit
<input type="checkbox"/> Master Gown	RM30.00 plus RM350.00 deposit
<input type="checkbox"/> Bachelor Gown	RM30.00 plus RM300.00 deposit
<input type="checkbox"/> Hood or Stole	RM30.00 plus RM100.00 deposit
<input type="checkbox"/> Bonnet	RM30.00 plus RM300.00 deposit
<input type="checkbox"/> Trencher	RM30.00 plus RM200.00 deposit
Swinburne Testamur Cylinder	RM10.00 plus RM10.00 deposit
Total:	RM
Note: Late Fees for Regalia Hire as set out above for each day that regalia are not returned.	
Hire fee is to be paid to Treasury Unit 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 5.00pm (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 Sarawak Campus collects, uses and destroys personal data in accordance with its Privacy Collection Notice at http://www.swinburne.edu.my/privacy/. 	
Signature:	Date:

REFUND

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

For further information please contact
Student Information Centre via:

General Line : 60 82 260600
Facsimile : 60 82 260819
Email : sic@swinburne.edu.my