



HOUSE OF GRADUATES

▶ **DBN:** 110 Umhlanga Rocks Drive, Durban North

▶ **PTA:** 1166 Francis Baard Street, Hatfield, Pretoria

▶ **CPT:** Unit 7A Nobel Park Shopping Centre, Avondstil

▶ **TRADING HOURS:** Mon- Fri, 08h00- 17h00 & Sat, 08h30- 13h00

▶ **WHATSAPP:** 076 675 7799

▶ **NATIONAL CALL CENTRE:** 031 301 8015

✉ tut@houseofgraduates.co.za

TSHWANE UNIVERSITY OF TECHNOLOGY

ORDER FORM FOR GRADUATION ATTIRE: 2024

Dear Graduand,

Congratulations on your achievement! House of Graduates is proud to be the **APPROVED PROVIDER** of graduation attire on this memorable occasion.

- If you are **HIRING** the graduation attire kindly read our **COLLECTION & RETURN PROCESS FOR HIRE** on page 2 of our order form.
- If you are **PURCHASING** the graduation attire kindly our **COLLECTION PROCESS FOR PURCHASING** on page 2 of our order form.

Please read the information provided on this order form carefully.

STEP 1:

- Print this order form and complete the personal details section below. We require this hard copy upon collection of your graduation attire.

STEP 2:

- Pay your hire or purchase fee **BEFORE** your graduation:
 - At any of our stores.
 - via EFT.
 - At an FNB ATM. Do **not** make payment inside the FNB branch.
- To cater for late bookings payment will also be accepted at the graduation venue, from 3 hours before the start of the ceremony.

STEP 3:

- Print your proof of payment. We require this hard copy upon collection of your graduation attire.

NB: HOUSE OF GRADUATES IS YOUR APPROVED PROVIDER OF GRADUATION ATTIRE

YOU WILL FIND US INSIDE THE GRADUATION VENUE, NEVER ON THE STREET OUTSIDE THE VENUE

COLLECTION & RETURN PROCESS WHEN HIRING:

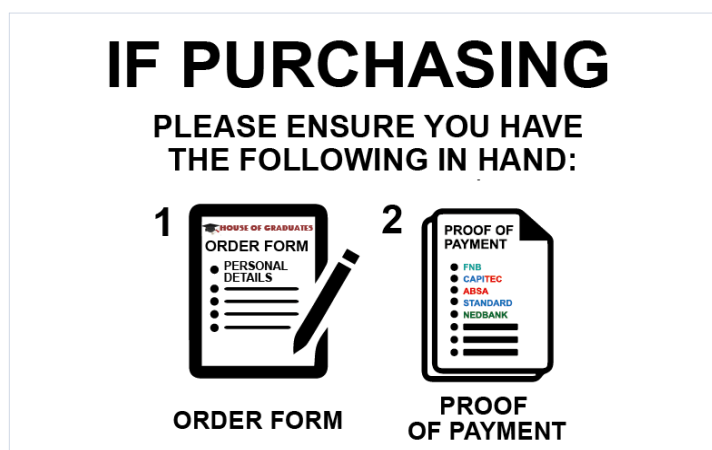
- Collection can take place at the graduation venue from 3 hours before the start of your ceremony.
- In addition to the hire charge, we require R300 in cash as "security" upon collection. This R300 will be refunded when you return the attire. **DO NOT** pay the R300 security into our account. **A penalty fee will apply should you not follow this procedure.** Alternatively, your original ID or drivers license can be used as "security".
- You **MUST** present your original proof of payment and this order form when collecting the graduation attire. If not, you will be required to pay again.
 - We stock all sizes and will assist with fitting upon collection of your graduation attire.



- **RETURN PROCESS:**
 - Graduands must return the graduation attire, at the graduation venue, immediately after the ceremony. If not, a late return fee of R100 per day will be levied.

COLLECTION PROCEDURE WHEN PURCHASING:

- Purchased attire can be collected before the graduation from any of our stores.
- Collection can also take place at the graduation venue from 3 hours before the start of your ceremony.
- You **MUST** present your original proof of payment and this order form when collecting the graduation attire. If not, you will be required to pay again.
- We stock all sizes and will assist with fitting upon collection of your graduation attire.



- **POSTAGE**
 - The graduation attire can be posted to you before your graduation ceremony at a charge of R280.
 - The sale fee and postage fee must be paid via EFT or FNB ATM deposit.
 - The payment confirmation, a CLEAR copy of your ID/ driver's license, and this completed ordered form is required before dispatch. These documents must be emailed to dispatch@houseofgraduates.co.za. To ensure timeous delivery these documents must reach our office **14 days before your graduation ceremony.**

PRICING:

DESCRIPTION	HIRE PRICE
CERTIFICATE OUTFIT: Gown & Cap	R115
DIPLOMA OUTFIT: Gown, Hood & Cap	R170
BTECH/ HONS/ POST GRAD OUTFIT: Gown, Hood & Cap	R170
MTECH OUTFIT: Gown, Hood & Cap	R170
DTECH OUTFIT: Gown, Hood & Bonnet	R170
INDIVIDUAL ITEMS	R100
DESCRIPTION	PURCHASE PRICE
BLACK GOWN: Certificate To Masters	R800
HOOD: Diploma	R300
HOOD: BTech	R350
HOOD: Hons & Post Grad	R380
HOOD: MTech	R400
BLACK CAP: Certificate To Masters	R310
RED GOWN: DTech	R3,100
HOOD: DTech	R550
BONNET: DTech	R1,090

OUR BANKING DETAILS:

- NB: If hiring, only pay your hire fee. **DO NOT** pay the R300 security into our account.

Bank: FNB | Account Holder: House of Grads | Account No: 621 299 777 68 | Branch Code: 220 629
Payment Reference: TUT + Your Date of Birth

YOUR PERSONAL DETAILS:

Full Name: _____

Cell Number

--	--	--	--	--	--	--	--	--	--	--

ID Number: _____

Email: _____

Full Name of Degree Conferred: _____

Date & Time of Graduation: _____

TERMS & CONDITIONS FOR HIRE:

- Should hired attire not be returned, House of Graduates will hand over your details to our legal department and you will be required to pay a fee of R2 000 to recover the replacement costs of the hired attire, plus legal fees. Damage of the attire will result in the full cost being charged.
- Hired attire must be returned immediately after the ceremony. If not, late return fee of R100 per day will be levied.

*Signature

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