



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

✉ unisa@houseofgraduates.co.za

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Effective 01/02/24



ORDER FORM FOR GRADUATION ATTIRE: 2024

Dear UNISA 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.
- Refer to our pricing on page 3 of this order form. Please take advantage of our early bird specials by paying at least **7 DAYS BEFORE** the date of your ceremony.
- **NB: Graduands residing outside of RSA:**
 - Must pay on collection i.e. do NOT pay in advance via EFT.
 - Must provide a hard copy of their travel itinerary to qualify for our early bird pricing.

STEP 3:

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

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

COLLECTION & RETURN PROCESS WHEN HIRING:

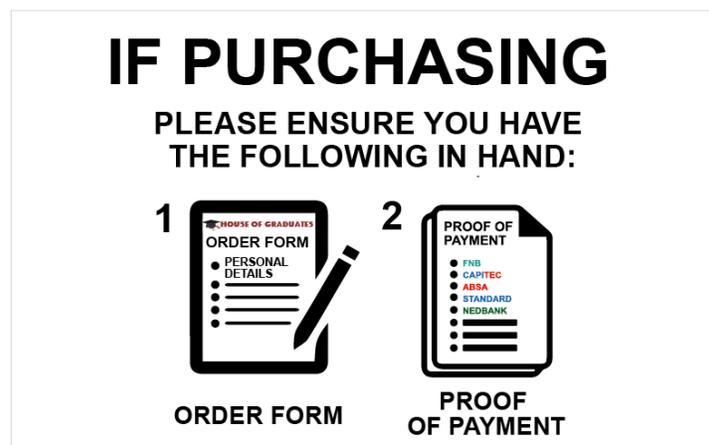
- Collection can take place at the graduation venue from 3 hours before the start of your ceremony.
- In addition to the hire charge, we require R300 in cash as "security" upon collection. This R300 will be refunded when you return the attire. **DO NOT** pay the R300 security into our account. **A penalty fee will apply should you not follow this procedure.**
- 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, a CLEAR copy of your ID/ driver's license, 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 ATM deposit/ EFT.
 - 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:**Early Bird
SPECIAL**

To qualify for our **EARLY BIRD PRICING**, you must pay for your attire at least **7 DAYS BEFORE YOUR GRADUATION**.

E.g. If your graduation is on Friday, 7 June you must make payment on or before Friday, 31 May.

The **NORMAL PRICE** will apply to graduates who:

- Pay on the day of graduation.
- Miss the payment deadline for the early bird special.

HIRE PRICES		
DESCRIPTION	EARLY BIRD PRICE	NORMAL PRICE
DIPLOMA SET: GOWN & NECKBAND	R260	R290
- Gown Only	R170	R200
- Neckband Only	R170	R200
BACHELORS: GOWN, HOOD WITH NO CORD & CAP	R290	R320
BACHELORS: GOWN, HOOD WITH 1 CORD & CAP	R290	R320
- Gown Only	R170	R200
- Hood With No Cord Only	R170	R200
- Hood With 1 Cord Only	R170	R200
- Cap Only	R100	R130
HONOURS: GOWN, HOOD WITH 1 CORD & CAP	R290	R320
HONOURS: GOWN, HOOD WITH 2 CORDS & CAP	R290	R320
- Gown Only	R170	R200
- Hood With 1 Cord Only	R170	R200
- Hood With 2 Cords Only	R170	R200
- Cap Only	R100	R130
MASTERS: GOWN, HOOD & CAP	R370	R400
- Gown Only	R170	R200
- Hood Only	R210	R240
- Cap Only	R100	R130
DOCTORAL: GOWN, HOOD & CAP	R570	R600
- Gown Only	R440	R470
- Hood Only	R370	R400
- Cap Only	R370	R400
PURCHASE PRICES		
DESCRIPTION	EARLY BIRD PRICE	NORMAL PRICE
DIPLOMA SET: GOWN & NECKBAND	R1 340	R1 590
BACHELORS SET: GOWN, HOOD WITH NO CORD & CAP	R1 740	R2 080
BACHELORS SET: GOWN, HOOD WITH 1 CORD & CAP	R1 750	R2 160
HONOURS SET: GOWN, HOOD WITH 1 CORD & CAP	R1 750	R2 160
HONOURS SET: GOWN, HOOD WITH 2 CORDS & CAP	R1 860	R2 170
MASTERS SET: GOWN, HOOD & CAP	R1 930	R2 270
DOCTORAL SET: GOWN, HOOD & CAP	R5 000	R6 900
INDIVIDUAL ITEMS:		
- Black Gown Only For Diploma, Bachelors, Honours & Masters	R990	R1 200
- Black Cap Only For Bachelors, Honours & Masters	R350	R380
- Diploma Neckband Only	R350	R390
- Bachelors Hood Only	R400	R500
- Bachelors Hood With 1 Cord Only	R450	R580
- Honours Hood Only	R450	R580
- Honours Hood With 2 Cords Only	R480	R590
- Masters Hood Only	R550	R690
- Doctoral Gown Only	R3 000	R4 400
- Doctoral Hood Only	R850	R1 050
- Doctoral Bonnet Only	R1 150	R1 450

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: UNISA + Your Date of Birth

YOUR PERSONAL DETAILS:

Full Name: _____

Cell Number

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Address: _____

Email: _____

Which College Did You Belong To? E.g. or College of Education, or College of Human Sciences, etc? _____

Full Name of Degree Conferred. You Must Be Specific E.g. BCom or BSc(AES) or BA(Cur), or BEd, etc: _____

Date & Time of Graduation: _____

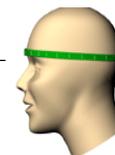
Special Requirements? E.g. You Require A Very Small/ Very Large Gown, or A Neckband/ Hood From Another University or College, etc. NB: These Requests Must Be Made At Least 2 Weeks Prior To The Ceremony: _____

If you are **PURCHASING & REQUIRE POSTAGE** kindly complete the following:

Height (Head to toe): _____

Pants or Dress Size: _____

FOR DOCTORAL GRADUANDS ONLY: Head Measurement (Around your head, above your ears): _____



X Small	52-53cm
Small	53-55cm
Medium	55-56cm
Large	56-58cm
X Large	58-60cm
XX Large	60-62cm

NOTE: ALL DOCTORAL GRADUANDS SHOULD CONTACT HOUSE OF GRADUATES IN ADVANCE FOR CUSTOM SIZING.

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 (R4 000 for PhD graduands) to recover the replacement costs of the hired attire, plus legal fees.
- Loss or damage of either gown or hood 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, to acknowledge and accept the above T's & C's

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