



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

✉ uct@houseofgraduates.co.za

UNIVERSITY OF CAPE TOWN

ORDER FORM FOR GRADUATION ATTIRE

SEPTEMBER 2024

Dear Graduannd,

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** graduation attire kindly refer to our **HIRING PROCESS** on page 2 of this order form.
- If you are **PURCHASING** graduation attire kindly refer to our **PURCHASING PROCESS** on page 2 of this order form.

Please read all 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** via:
 - EFT (banking details below).
 - At any of our stores.

STEP 3

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

STEP 4

- When collecting please have your printed order form and payment confirmation with you. Please refer to page 2 of this order form for more information.
- If **HIRING**, we require R300 in cash as a security deposit upon collection. This R300 will be refunded to you upon return. *You must return your attire immediately after your photographs on the same day at the Otto Beit Building, Molly Blackburn Hall. (Next to the Food and Connect Canteen).*
- If **PURCHASING** simply present your printed order form and payment confirmation on collection.

COLLECTION PROCEDURE:

GRADUATION DATE	COLLECTION & PAYMENT DATE	COLLECTION & PAYMENT VENUE	COLLECTION TIME
Monday, 02 September 2024	Friday, 30 August 2024	Otto Beit Building, Molly Blackburn Hall	09h00 – 17h00
Tuesday, 03 September 2024	Monday, 02 September 2024	Otto Beit Building, Molly Blackburn Hall	09h00 – 18h00
Wednesday, 04 September 2024	Tuesday, 03 September 2024	Otto Beit Building, Molly Blackburn Hall	09h00 – 18h00



NB: You must have your hard copy/ printed payment confirmation with you when collecting. If not, you will be required to pay again.

PRICING FOR HIRE & SALE:

DESCRIPTION	HIRE PRICE
DIP, BACH, HONS & MASTERS OUTFIT: <i>GOWN & HOOD</i>	R190
PhD OUTFIT: <i>GOWN, HOOD & BONNET</i>	R290
DESCRIPTION	SALE PRICE
GOWN ONLY: DIP, BACH, HONS & MASTERS	R780
HOOD ONLY: DIP, BACH, HONS & MASTERS	R390
PHD GOWN ONLY	R2,600
PHD HOOD ONLY	R510
PHD BONNET ONLY	R780
GOWN COVER	R130
*COURIER/ POSTAGE WHEN <u>PURCHASING</u>	R260

***COURIER/ POSTAGE WHEN PURCHASING:**

- The graduation attire can be posted to you before your graduation ceremony at a charge of R260.
- 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.**

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: UCT + Your Date of Birth

RETURN OF HIRED ATTIRE:

All hired academic attire must be returned to the Otto Beit Building, Molly Blackburn Hall (next to the Food & Connect Canteen).

YOUR PERSONAL DETAILS:

Full Name: _____

Cell Number

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Physical Address: _____

Email: _____

Student Number: _____

Which Faculty Did You Belong To? _____

Full Name of Degree Conferred: _____

Date of Graduation: _____

Time of Graduation: _____

TERMS & CONDITIONS FOR HIRE:

- All hired academic attire must be returned to the Otto Beit Building, Molly Blackburn Hall (next to the Food & Connect Canteen).
- 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 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 the above T's & C's.