

## Chu Hai College of Higher Education Academic Gown Purchase and Rental

1. A full set of academic gown consists of a gown, a cap and a hood. You may purchase or rent your academic gown during 17 May 2021 to 5 June 2021 during the following office hours:

Monday to Friday 10:00 – 12:00 and 14:00 – 17:00

Saturday 10:00 – 12:00 and 14:00 – 17:00

Please make your gown arrangements via the link (<https://forms.gle/8q7gJiYTWdoWeS29>) by **14 May 2021 (Friday)**.

2. Purchase Your Academic Gown

Prices of a full set of academic gown:

Type of Gown	Fee	Remarks
Bachelor's Degree	HK\$800	Full set of Academic Gown
Master's Degree	HK\$880	Full set of Academic Gown
Remarks: Payment by <b>cash</b> only.		

You are responsible for checking your academic gown carefully on the spot and keep the receipt properly. Exchange is only available on the day of purchase.

3. Rent Your Academic Gown

- a. Rental fee

Type of Gown	Fee
Bachelor's Degree	<b>HK\$750</b> (including: Rental: HK\$100; Deposit: HK\$650)
Master's Degree	<b>HK\$830</b> (including: Rental: HK\$130; Deposit: HK\$700)
Payment Method: <b>cash</b> only.	

- b. Collect your Academic Gown

- i. Please collect your academic gown in person with the presentation of your Student ID Card.
- ii. You may also collect your academic gown by an authorised representative, your representative will need to present the graduate's student ID copy and Gown Rental Authorisation Letter (see [Appendix B1](#)).
- iii. Please check your academic gown carefully at the time of collection. Exchange is only available on the same day.
- iv. Rental receipt should be kept properly. Presentation of your original "Academic Gown Rental Receipt" is required at the time of deposit refund.

- c. Return Your Academic Gown and Collect Your Deposit Refund

- ♦ Please return your academic gown during the following dates and times. **Your deposit will be forfeited in full if the gown is returned after 12 June 2021.**

Date	Time	Location
6 June 2021	14:00 – 18:00	W606
7 June to 12 June 2021	Monday to Friday 10:00 – 12:00 and 14:00 – 17:00 Saturday 10:00 – 12:00 and 14:00 – 17:00 Except College and Public Holidays	Registrar's Office E102

- ♦ To return your academic gown and collect your deposit refund, you must bring:
  - (i) your student ID card and
  - (ii) original "Academic Gown Deposit Receipt".
- ♦ To return your academic gown by an authorised representative, he or she will need to present:
  - (i) your student ID card copy
  - (ii) original "Academic Gown Deposit Receipt"
  - (iii) Gown Return Authorisation Letter (see [Appendix B2](#))
- ♦ If an item is damaged or lost, the following charges will be deducted from the deposit.

Item	Bachelor's Degree	Master's Degree
Gown	HK\$380	HK\$420
Cap	HK\$210	HK\$230
Hood	HK\$210	HK\$230

4. A full set of academic gown consists of a gown, a cap and a hood. The size chart is as follows:

**A. Gown Size**

**Bachelor's Degree**

Gown Size	XXL	XL	L	M	S	XS
Shoulder	21.25"	20.5"	19.75"	18.5"	17"	16.5"
Sleeve Length	24.5"	23.75"	23.25"	22.75"	20.5"	19.5"
Body Length	53"	52"	47.5"	46.75"	44"	40.5"

**Master's Degree**

Gown Size	XXL	XL	L	M	S	XS
Shoulder	21"	21"	21"	19.75"	18"	17.75"
Sleeve Length	-	-	-	-	-	-
Body Length	55"	52"	50"	45.25"	43.25"	40.5"

**B. Cap Size**

Size	Large	Medium	Small	Extra Small
Head Round	23"	22.5"	21.5"	21"

**C. Hood Colour**

Bachelor's Degree		Master's Degree	
Faculty / Department	Hood Colour	Faculty / Department	Hood Colour
Arts & Social Sciences	White	Chinese Studies	Red
Business	Brown	Applied Buddhist Studies	Red
Civil Engineering	Orange	Architecture	Blue
Architecture	Purple		
Computer Science	Yellow		