

Chu Hai College of Higher Education Academic Gown Purchase and Rental

7 July 2021

1. A full set of academic gown consists of a gown, a cap and a hood. You may purchase or rent your academic gown from 19 July 2021 to 4 August 2021 during the following office hours:

Monday to Saturday 10:00am – 12:00noon; 2:00pm – 5:00pm
Excluding College and Public Holidays

Please order your academic gown via the link (<https://forms.gle/9LHVpQAYdGWQ1kAu6>) by **13 July 2021 (Tuesday)**.

2. Purchase Your Academic Gown

Prices of a full set of academic gown:

Type of Gown	Fee
Bachelor's Degree	HK\$800
Master's Degree	HK\$880
Remarks: Payment by cash 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	HK\$750 (including: Rental: HK\$100; Deposit: HK\$650)
Master's Degree	HK\$830 (including: Rental: HK\$130; Deposit: HK\$700)
Payment Method: cash 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 A2](#)).
- 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 14 August 2021.**

Date	Time	Location
7 August 2021	2:30pm – 5:00pm	W607
9 August to 14 August 2021	Monday to Saturday 10:00am – 12:00noon; 2:00pm – 5:00pm Excluding 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 A3](#))
- ♦ 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 and Social Sciences	White	Arts and Social Sciences	Red
Business	Brown	Science and Engineering	Blue
Civil Engineering	Orange		
Architecture	Purple		
Computer Science	Yellow		