

**Chu Hai College of Higher Education  
Academic Gown Purchase and Rental Arrangements**

7 June 2022

1. A full set of academic gown consists of a gown, a cap and a hood. You may place your purchase or rental order online during the following periods:

Ordering Periods*	Collection Dates and Timeslots		Ordering Link
Period 1: 7 to 20 June 2022	Collection Dates: 11, 12 13, 30 July 2022 & 3, 4, 5 August 2022	Collection Time: 10:00am – 12:00noon 2:00pm – 4:00pm	<a href="https://forms.gle/rNyudQZQVTWRiFCM7">https://forms.gle/rNyudQZQVTWRiFCM7</a>
Period 2: 7 to 13 July 2022	Collection Dates: 30 July 2022 & 3, 4, 5 August 2022	Collection Time: 10:00am – 12:00noon 2:00pm – 4:00pm	TBC

\*Please be mindful that placing your order of academic gown between 7 and 20 June 2022 does not imply that you have fulfilled your graduation requirements. Gowns, caps and hoods are available on a first-come, first-served basis.

2. Purchase Your Academic Gown

2a. Prices of a full set of academic gown:

Type of Gown	Fee (non-refundable)
Bachelor's Degree	HK\$800
Master's Degree	HK\$880
Remarks: Payment by <b>cash</b> only.	

Gowns, caps and hoods are subject to availability. For out-of-stock items, you will be notified by email.

2b. Collect your Academic Gown

- i. You are strongly encouraged to collect your gowns in person and are responsible for checking the items carefully on the spot. Exchange for a different size is subject to availability. Exchange or refund is NOT available after leaving the collection point.
- ii. You may choose to collect your academic gown by an authorised representative. Your representative will need to present your student ID / Identity Card copy and the original Gown Purchase Authorization Letter (see **Appendix A4**). Your representative must be over the age of 18 and should present his/her Hong Kong Identity Card at the time of collection for verification.
- iii. Please keep your receipt properly.

3. Rent Your Academic Gown

3a. Rental fee

Type of Gown	Fee
Bachelor's Degree	<b>HK\$800</b> (including: Rental: HK\$150; Deposit: HK\$650)
Master's Degree	<b>HK\$880</b> (including: Rental: HK\$180; Deposit: HK\$700)
Payment Method: <b>cash</b> only.	

3b. Collect your Academic Gown

- i. Please collect your academic gown in person with the presentation of your Student ID Card / Identity Card.
- ii. You may also collect your academic gown by an authorised representative. Your representative will need to present your student ID / Identity Card copy and the 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 spot.
- iv. Rental receipt should be kept properly. Presentation of your original "Academic Gown Rental Receipt" is required at the time of deposit refund.

3c. Return Your Academic Gown and Collect Your Deposit Refund

- i. Please return your academic gown during the following dates and times. **Your deposit will be forfeited in full if the gown is returned after 13 August 2022.**

Date	Time	Location
6 August 2022	2:30pm – 4:00pm	W607
8 August to 13 August 2022	Monday to Saturday 10:00am – 12:00noon; 2:00pm – 4:00pm Excluding College and Public Holidays	Registrar’s Office E102

- ii. To return your academic gown and collect your deposit refund, you must bring:
- (i) your student ID card / Identity Card and
  - (ii) original “Academic Gown Deposit Receipt”.
- iii. To return your academic gown by an authorised representative, he or she will need to present:
- (i) your student ID card / Identity Card copy;
  - (ii) original “Academic Gown Deposit Receipt” and
  - (iii) Gown Return Authorisation Letter (see **Appendix A3**).
- iv. If an item is damaged or lost, the following charges will be deducted from the deposit.

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

4. A full set of academic gown consists of a gown, a cap and a hood. The size charts are 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		

To: Registrar's Office, Chu Hai College of Higher Education

致: 珠海學院教務處

**Gown Rental Authorisation Letter** 租借畢業袍授權書

I, \_\_\_\_\_, Student Number: \_\_\_\_\_, authorise  
\_\_\_\_\_, HKID Number: \_\_\_\_\_, to rent my academic gown on my behalf. I  
understand that I am responsible for the set of gown although it is rented by my authorised representative.  
I understand that no exchange of gown will be allowed after collection. A photocopy of my Hong Kong Identity  
Card is shown below for your record.

本人 \_\_\_\_\_, 學生號碼 \_\_\_\_\_ 現授權 \_\_\_\_\_

(身份證號碼 \_\_\_\_\_) 代領畢業袍, 並清楚知道責任與本人親領無異。我亦明白領取

袍服後不可換貨。現附上本人的學生證 / 身份證副本以作證明。

Please affix a copy of the graduate's  
Hong Kong Identity Card here  
請貼上畢業生的學生證 / 身份證

Signature:

簽名

\_\_\_\_\_

Date:

日期

\_\_\_\_\_

To: Registrar's Office, Chu Hai College of Higher Education

致: 珠海學院教務處

### Gown Return Authorisation Letter

#### 交還畢業袍服授權書

I, \_\_\_\_\_, Student Number: \_\_\_\_\_, authorise \_\_\_\_\_, HKID Number: \_\_\_\_\_, to return my academic gown on my behalf. I understand that I am responsible for the set of gown although it is returned by my authorised representative. Enclosed are a copy of my student ID card / Identity Card and the original rental receipt for your record.

本人 \_\_\_\_\_ · 學生號碼 \_\_\_\_\_ 現授權 \_\_\_\_\_ 先生 / 女士 (身份證明號碼 \_\_\_\_\_) 代交還畢業袍, 並清楚知道責任與本人親自交還無異。現附上本人的學生證/身份證副本及租用畢業袍服收據正本以作證明。

Name of Programme:

課程名稱

\_\_\_\_\_

Gown Size

畢業袍尺碼:

\_\_\_\_\_

Cap Size:

畢業帽尺碼

\_\_\_\_\_

Hood Colour:

兜囊顏色

\_\_\_\_\_

For any loss or damage to the gown, hood or cap, my representative will pay according to the following table:

如畢業袍、兜囊或帽有損壞或遺失, 我的委託人將依據以下列表賠償:

Item 項目	Bachelor's Degree 學士	Master's Degree 碩士
Gown 畢業袍	HK\$380	HK\$420
Cap 畢業帽	HK\$210	HK\$230
Hood 兜囊	HK\$210	HK\$230

Signature:

簽名

\_\_\_\_\_

Date:

日期

\_\_\_\_\_

**Gown Purchase Authorization Letter**  
**購買畢業袍服授權書**

To: Registrar's Office, Chu Hai College of Higher Education

致: 珠海學院教務處

I, \_\_\_\_\_, Student Number: \_\_\_\_\_, authorise \_\_\_\_\_,  
HKID Number: \_\_\_\_\_, to purchase my set of academic gown on my behalf. I understand that no  
exchange of gown or refund will be allowed after collection. A photocopy of my Hong Kong Identity Card is  
shown below for your verification.

本人 (畢業生姓名) \_\_\_\_\_ (學生號碼 \_\_\_\_\_) 現  
授權 \_\_\_\_\_ (身份證號碼 \_\_\_\_\_) 代本人購畢業袍。我明白領取袍服後，不可  
換貨或退款。現附上本人的學生證 / 身份證副本以作證明。

Please affix a copy of the graduate's  
Hong Kong Identity Card here  
請貼上畢業生的學生證 / 身份證

Signature:  
簽名

\_\_\_\_\_

Date:  
日期

\_\_\_\_\_