

Vancouver Island University

Diploma and Certificate Student Regalia Rental Form

June 6-8, 2016

Deadline to order regalia **Friday, April 8, 2016**

*Orders can be processed at the Bookstore, by email to bookstore@viu.ca or by fax 740-6460
Please make sure that all fields are filled in and correct payment information is provided
or your order will not be processed.*

Please note that this form is for students attending one-year certificate and two-year diploma programs only. Advanced diploma, graduate diploma, and post-degree diploma students, please use the proper form found at <http://www2.viu.ca/convocation/pdfs/diploma.pdf>

Name:		Student #	
Address:			
Email:			
Phone:		Height (with shoes):	

RENTAL COST

Please note that all students must wear the gown and the hat during the ceremony.

Gown Rental	Yes	No	\$ 13.99
Hat and Tassel Purchase	Yes	No	\$ 8.99
	Subtotal		
	GST (5%)		
	PST (7%)		
	Subtotal		
	Deposit		\$50.00
	Total		_____

**** Do you require full fit (x-large fit) yes _____**

Payment by: VISA ; M/C ; AMEX ; Debit ; Cheque ; Cash ; Cashier: _____

VISA, M/C or AMEX: _____	Expiry: _____
Security # on back of card: _____	
Name on Card: _____	Daytime Phone: _____

Please Note:

- Regalia pick up is available starting **Thursday, June 2, 2016**, at the Bookstore during regular hours.
- Return regalia after the ceremony at the reception at the Vancouver Island Conference Centre, or by **Monday, June 13, 2016**, at the Bookstore.
- Deposit will be refunded on return of gowns and hoods in good condition.
- No refund of rental fees on unclaimed rentals.
- \$5 per day late fee on unreturned regalia will be charged after **Monday, June 13, 2016**.