

# Academic Dress Hire Form

This form is to be used for students graduating at the JCU Brisbane ceremony on Friday 22 September 2017. Academic Dress Hire Forms are to be submitted to Level 6 or emailed to [academicadmin@jcu.edu.au](mailto:academicadmin@jcu.edu.au) by Friday 15 September 2017.

Please print clearly in BLOCK letters. Tick boxes where appropriate.

## STUDENT DETAILS

Have you submitted your Graduation Application form? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<i>If NO, please fill out the Online Graduation Application Form in the link below. You will not be able to graduate until you do so. Application closes Friday 28 July 2017. <a href="http://www.jcu.edu.au/student/forms/JCU_107271.html">http://www.jcu.edu.au/student/forms/JCU_107271.html</a></i>	
Student Number	<input type="text"/>
Title	Given Names
Family Name	
Address	
	Postcode
Contact Number	
Email	

### BRISBANE GRADUATION CEREMONY

Brisbane Convention & Exhibition Centre - Merivale St  
Entrance. Faculty of Law, Business and the Creative Arts.

## HIRE ITEMS

Height (for gown sizing)	CM
Head Circumference (for Mortar Board; measure just above ears)	CM

Degree Completed (for Hood selection)

Bachelor  Masters  Grad Diploma / Grad Certificate  
(no hood required)

## HIRE COST FOR ACADEMIC DRESS HIRE

<input type="checkbox"/> Gown	\$36.00
<input type="checkbox"/> Mortarboard	\$20.00
<input type="checkbox"/> Hood	\$21.00
<b>TOTAL</b>	<b>\$ 77.00</b>

## PAYMENT

### OPTION 1: CREDIT CARD

Please fill in the attached credit card form and email to [academicadmin@jcu.edu.au](mailto:academicadmin@jcu.edu.au)

- or -

### OPTION 2: CASH PAYMENT

Please see staff on Level 6 to make a cash payment in person.

Upon Payment you will be issued with a **receipt** which you will present to QUT staff as **proof of hire**.

## TERMS & CONDITIONS

- Academic Dress Collection:** Graduates must be at the Brisbane Convention & Exhibition Centre **2 hours prior** to the ceremony. QUT staff will be on site to dress all Graduates.
  - Academic Dress Return:** The Hirer must return the hired academic dress within 1 hour after the end of the applicable ceremony to the on site QUT staff.
  - Responsibility:** The Hirer is responsible for the hired academic dress and is liable for any loss or damage to the academic dress during the period of hire.
- \* I agree to the terms and conditions of hire and, if applicable, authorise the above hire cost, the costs of repair or replacement of damaged or unreturned hired academic dress and any late fees to be payable by me.

Student signature

Date

# Receipt - Academic Dress Hire

Student Number	<input type="text"/>
Title	Given Names
Family Name	
Address	
	Postcode
Contact Number	
Email	

<input type="checkbox"/> Bachelor	<input type="checkbox"/> Gown	\$36.00
<input type="checkbox"/> Masters	<input type="checkbox"/> Mortarboard	\$20.00
<input type="checkbox"/> Grad Diploma / Grad Certificate	<input type="checkbox"/> Hood	\$21.00
	<b>TOTAL</b>	<b>\$77.00</b>

### BRISBANE GRADUATION CEREMONY

#### Brisbane Convention & Exhibition Centre

**FRIDAY 22<sup>nd</sup> SEPTEMBER 2017** | Ceremony Starts at **2:00pm** Faculty of Law, Business and the Creative Arts

Graduates must be at the Plaza Terrace Room **2 hours prior** to the ceremony for robing purposes

Student signature

Date

JCU Brisbane

Date

Please **present this receipt** to QUT staff on site at the Brisbane Convention & Exhibition Centre to collect your Academic Dress.

# Credit Card Payment Form

Please fill out the following form acknowledging that you are paying for your Academic Dress Hire.

<b>Student Number</b>									
<b>Student Name</b>									
<b>Amount</b>									\$

## Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

## Card Expiry Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

## Card Type

Please note: only Mastercard and Visa are accepted at James Cook University Brisbane

Mastercard     Visa

<b>Name of Card Holder</b>
<b>Signature of Card Holder</b>

**James Cook University Brisbane Campus**  
Operated by Russo Higher Education  
349 Queen Street, Brisbane, QLD 4000 AUSTRALIA  
**T:** +61 7 3001 7800    **F:** +61 7 3001 7899  
**E:** [jcubrisbane@jcub.edu.au](mailto:jcubrisbane@jcub.edu.au)  
**ABN:** 78 114 135 563  
[www.jcub.edu.au](http://www.jcub.edu.au)