

- This form is for use by UniSA graduates wishing to hire academic dress for personal use, and is not to be used for UniSA Graduation Ceremonies.
- The cost of hire is \$45 for two business days. Hire for longer periods than this needs to be negotiated with a Graduations and Records staff member.
To arrange hire of academic dress:
 1. Please see page 2 for lodgement details. The form needs to be lodged at least two days prior to hire date.
 2. A staff member will contact you to confirm arrangements for hiring the academic dress.
 3. Once hire has been confirmed, academic dress can be collected from Student and Academic Services, at Reception, Level 1, 101 Currie Street, Adelaide. Please note: photographic identification must be presented at time of collection.
 4. Academic dress must be returned within two business days.
- If you have any questions please contact the Graduations and Records team on +61 8 8302 2194 or email graduations@unisa.edu.au.

Part A: Personal details			
Student ID (if known): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Title:		First name(s):	
Family name:		Previous name:	
Date of birth:	Contact No:	Email:	

Part B: Address			
Address:			
			Suburb:
State/ Province:	Postcode/ ZIP Code:	Country: (if not Australia):	

Part C: Hire Details			
Graduated program:			Year Graduated:
Requested collection date:		Return date:	
Height: (in cms)		Head circumference: (in cms)	
Gown components required:	<input type="checkbox"/> gown	<input type="checkbox"/> hood/stole	<input type="checkbox"/> mortar board
<i>Please note: There is a AUD\$45.00 charge for part or all of the academic dress components.</i>			

Part D: Student Declaration	
I acknowledge: <ul style="list-style-type: none"> • Receipt of the above academic dress items from the University of South Australia • These items must be returned within two business days • If not returned within this timeframe I will be liable for the full replacement cost • If damaged I will be liable for the cost of repair or replacement as determined by UniSA 	
Student Signature:	Date:

OFFICE USE ONLY Graduations Office			
<input type="checkbox"/> Gown	<input type="checkbox"/> Headwear	<input type="checkbox"/> Hood/stole	Returned:

OFFICE USE ONLY <input type="checkbox"/> Payment Received	RECEIPT NO	INITIALS
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Part E: Payment	
<input type="checkbox"/> Cash/Cheque/Credit Card in person at Campus Central (see below for address details)	
<input type="checkbox"/> Cheque/Money Order/Credit Card via mail (see below for address details)	
<input type="checkbox"/> Credit Card via fax (see below for fax number)	
Credit card type (please tick):	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Card holder name:	
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"/>	
Card expiry date:	Amount AUD\$ 45.00
Authorisation signature:	Date:
<i>Cheques should be made payable to "The University of South Australia".</i>	

LODGING YOUR APPLICATION WITH CAMPUS CENTRAL			
<u>In person</u>		<u>By post</u>	
City East Campus Central Level 3 Playford Building	City West Campus Central Ground Floor Yungondi Building	Magill Campus Central Level 1 B Block	University of South Australia Campus Central – (insert name of campus) GPO Box 2471 Adelaide SA 5000 Australia
Mawson Lakes Campus Central Ground Floor A Building	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	Whyalla Campus Central Ground Floor- Main Bld 111 Nicolson Avenue Whyalla Norrie SA 5608	<u>By fax</u> City East +61 8 8302 2466 City West +61 8 8302 0590 Magill +61 8 8302 4090 Mawson Lakes +61 8 8302 3550 Mount Gambier & Whyalla +61 8 8647 6082

OFFICE USE ONLY			
Campus Central		PLU 10106	
Please enter student name and/or ID to enable tracking of page 1 of form.			
Student name:		Student ID:	
Receipt no:	Amount:	Initials:	Date: