



- This form is for use by UniSA graduates wishing to hire academic dress for personal use, and 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 & Records staff member.

To arrange hire of academic dress:

1. Complete all sections of the form.
2. Fax form to Graduations & Records on +61 8 8302 2195 with credit card details. Or make \$45 payment via any Campus Central Office. Form needs to be lodged at least two days prior to hire date.
3. A Graduations & Records staff member will contact you to confirm arrangements for hiring the academic dress.
4. Once hire has been confirmed, academic dress can be collected from the University of South Australia, Student and Academic Services, at Reception, Level 1, 101 Currie Street, Adelaide. Please note: photographic identification must be presented at time of collection.
5. Academic dress must be returned within two business days.

If you have any questions please contact Graduations & Records on +61 8 8302 2194 or email graduations@unisa.edu.au.

Part A: Personal details			
Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Miss/Ms/Mrs:	First name(s):		
Family name:			
Date of birth:	Contact No:	Email:	

Address details	
Address line 1:	
Address line 2:	
Address line 3:	
City / Suburb:	State / Province:
Country:	Postcode / Zip:

Part B: Hire Details	
Requested collection date:	Reason for Hire:
Full Program Title:	Year Graduated:
Academic dress requested:	<input type="checkbox"/> Full academic dress (gown, hat and stole/hood)
<input type="checkbox"/> Other (please specify).....	
Height (in cms):	Head circumference (in cms):

Part C: Credit Card Details

Credit card type (please tick):

 Visa Mastercard

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"/>	<input type="text"/>	<input type="text"/>
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Card expiry date:

Amount AUD\$:

Authorisation signature:

Date:

Student Declaration

I acknowledge:

- 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:

Returned Gown

Date returned:

Student signature:

Staff signature:

Special notes:

LODGING YOUR APPLICATION**With Campus Central****In person****City East**Campus Central
Level 3
Playford Building**Mawson Lakes**Campus Central
Ground Floor
A Building**City West**Campus Central
Ground Floor
Yungondi Building**Mount Gambier**Regional Centre Office
Wireless Road
Mount Gambier SA 5290**Magill**Campus Central
Level 1
B Block**Whyalla**Campus Central
Ground Floor
Main Building**By post**University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000**By fax**

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	+61 8 8735 1460
Whyalla	+61 8 8647 6082

OFFICE USE ONLY**Campus Central**

Taken by:

Date form copied and faxed to Graduation Office:

Receipt no:

Amount:

Initials:

Date:

OFFICE USE ONLY**Graduations Office**

Academic Dress hired:

 Gown

Type/Size.....

 Headwear

Type.....

 Hood/stole

Colour.....