

2022 School Year Procedure Notification on Rental of Bachelor's and Master's Graduation Gown (Chiao Tung Campus)

I. Rental Information

(I) Application Method: 2022 school year bachelor and master students should personally apply via the "The Graduation Gown Rental System".

(II) Application Period: **From March 13, 2023 to March 22, 2023. (Please note: delayed applications should pay the administrative process fee per gown in addition to the maintenance fee, and must be open for application and collection until April 17.)**

(III) Payment Period: **From March 13, 2023 to March 23, 2023.**

(Maintenance fee should be submitted to the class representative and the person will submit the payment to the 2nd Division of Cashier).

Pick-up Time: **From March 28, 2023 to March 30, 2023.** (Will notify the class representative).

Return Period: **From June 26, 2023 to June 28, 2023.** (Scheduled according to the 2nd Division of General Affairs, will notify the class representative) **(Please Note: The payment, collection and return of bachelor's graduation gowns and master's graduation gowns are all conducted in groups).**

(IV) Rental Procedure

1. Graduating Students: Apply online for graduation gown rental. Login to **NYCU Portal** and select the graduation gown rental system.

<https://portal.nycu.edu.tw/>

2. The representatives of each Graduating Class

(1) Print out and bring the complete Rental Application Form and proceed to the 2nd Division of General Affairs for a rental eligibility review.

(2) Proceed to the 2nd Division of Cashier and submit the Maintenance fee (bachelor's graduation gown: NT\$85, master's graduation gown: NT\$160).

(3) Bring the payment receipt and proceed to the Auditorium B1

Storage Room to pick up the Graduation Gown.

3. For students that have already graduated and wish to rent a Graduation Gown, please proceed to the 2nd Division of General Affairs's web page's download section (<https://ga.nycu.edu.tw/ct-general/download>) , under the Graduation Gown section, then download and print out the "Application Form for Graduation Gown Rental for Individuals" and proceed to the 2nd Division of General Affairs to conduct the rental procedure.

II. Return Information

- (I) Returning Period: **From June 26, 2023 to June 28, 2023** (Scheduled according to the 2nd Division of General Affairs, will notify the representatives)
- (II) The representatives must first proceed to the graduation gown rental system to select the list of persons returning the gowns, print out the Bulk Return Procedure Form and List of Items Pending Return.
- (III) Bring the printed lists and forms and the graduation gowns and proceed to the Auditorium B1 Storage Room to conduct the return procedure.
- (IV) 6/30 for late returns, proceed to the graduation gown rental system and print out the late fee form. Bring the late fee form and graduation gown to the 2nd Division of General Affairs to first calculate the late fee. Then, proceed to the 2nd Division of Cashier to pay the fee. Then, return the gown to the Auditorium B1 Storage Room. (Office Hours during work days: 09:00-11:40 、 13:20-16:00)

III. Please Note

- (I) Rental Eligibility: The University's graduating students (including students with graduation extensions).
- (II) The graduation gown rental system is integrated with the Campus Departure System. Graduating students must enter this system to apply for renting and returning annotation in order to avoid delay in the Campus departure process. For those who are not renting graduation gowns, please do not login to this system for renting.
- (III) After the representatives have signed the rental roster, he/she can

proceed to the 2nd Division of General Affairs to conduct the rental procedure. Print out two copies of the roster, so that the 2nd Division of General Affairs keeps one copy and the representatives of the department can keep the other copy.

- (IV) For graduation gown renting, students must pay a Maintenance fee: NT\$160 per Master's Gown and NT\$85 per Bachelor's Gown.
- (V) Starting from April 17, individual and late rental applications are available, subject to a NT\$200 administrative process fee.
- (VI) When the representatives distributes the graduation gowns, please ensure that the renting person personally signs on the group rental form. Proxy signatures are prohibited without proper authorization.
- (VII) The representatives must bring the graduation gown for return procedure within the designated time (according to the 2nd Division of General Affairs's scheduled time, **returns are only conducted in groups**).
- (VIII) It would be charged a late return penalty of NT\$50 for every day past the due date (excluding holidays), the maximum penalty amount should be the price of the graduation gown. Bachelor's Graduation Gown is NT\$950 and a Master's Graduation Gown is NT\$2,250. Student with a graduation extension who have not returned the gown despite the 2nd Division of General Affairs's reminder will be penalized through the Office of Academic Affairs.
- (IX) Rental Gowns (including cap, hood and gown) must be properly cared for. In the event that gowns are lost, damaged or cannot be returned, it must be paid for as per the current price. The damage cost for the Bachelor's graduation gown is NT\$500; Bachelor's graduation cap is NT\$250 and the Bachelor's graduation hood is NT\$200; Master's graduation gown is NT\$1,000; Master's graduation cap is NT\$250 and the Master's graduation hood is NT\$1,000.

IV. Contact Persons

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