

THE UNIVERSITY OF HONG KONG
200th Congregation
Form for Loan of Academic Dress
(Please use block capital letters)

(A) Personal Particulars

Name: Dr/Mr/Ms/
Miss/Mrs

Surname

Given name

Full name in Chinese characters

University No: _____ Faculty: _____ Degree: _____

HKID /Passport No.: _____ Email: _____
(must be produced for inspection)

Postal address: _____

Telephone No.(s): Home _____ Office _____ Mobile _____

(B) Request for Loan of Academic Dress

I wish to borrow a complete set of academic dress (comprising a gown, a hood and a cap) from the University and I agree to the followings:

1. to indemnify the University for the loss of, or damage to, any items for academic dress I borrow;
2. to return the academic dress **not later than 7:45pm, Friday, January 4, 2019**; and
3. to pay an overdue charge of **HK\$80.00 per week** if I retain the academic dress later than 7:45pm, Friday, January 4, 2019.

Date: _____

Signature of Graduand

(C) To: Gown Room
Room UG-06, Upper Ground Floor, Knowles Building

I received from the Gown Room the items of academic dress on temporary loan as specified in Section (B) above.

Date: _____

Signature of Graduand

Name: _____

Address: _____

Please fill in your name and postal address on the left-hand side for further correspondence.

Points to note

- Please visit Gown Room Counter set up at UG/F Foyer (outside JUPAS Office) of Knowles Building to borrow your academic dress during your stipulated dates and timeslots
(<https://www4.hku.hk/congreg/academic-dress/arrangement-for-class-of-2018>)
- Kindly bring the below items when you visit the Gown Room to borrow your academic dress
 - The completed loan form
 - Student ID, HKID or passport for verification
 - Own bag for academic dress. Carrying bag will NOT be provided by the Gown Room
 - If you cannot pick up by yourself, pass the followings to your authorised person: i) Completed loan form; ii) Completed authorisation form, iii) Copy of student ID / HKID / passport
- No appointment would be needed for loan of academic dress
- Academic dress will NOT be available for loan before your stipulated dates and timeslots
- Academic dress will NOT be available for loan before 5:15 pm during the stipulated evening timeslots (i.e. 5:15 pm - 7:45 pm)
- Academic dress will NOT be available for loan at the Congregation venues
- If you have missed your stipulated dates and timeslots, please go to the Gown Room during the remaining evening timeslots (i.e. 5:15 pm - 7:45 pm)
- If you have missed all the evening timeslots (i.e. after November 22), please go to the Gown Room during their normal office hours before the announced last day of return of academic dresses (i.e. January 4, 2019)
- Graduands are strongly advised to come during your stipulated evening timeslots so as to secure a right size academic dress for yourself