



PERSONAL DETAILS

Please complete using blue or black ink.

Student no. _____ Email address _____

Given name _____ Family name _____

Work number _____ Mobile number _____ Date of birth (dd/mm/yy) _____

Mailing address _____

_____ Postcode _____

Academic dress hire request

Name of degree/diploma: _____

Collection date: _____
(Academic dress hire is only available from March to September.)

Return date: _____
(Must be returned within seven days or the deposit may be withheld.)

Academic dress must be collected from and returned to:

Completions, Awards and Graduations, Level 9, 440 Elizabeth Street, Melbourne 3000 between 10 am and 4 pm Monday to Friday.

Please indicate the required gown and mortarboard sizes below.

Gown		Your height in cm		Mortarboard		Head circumference	
Extra small	156 cm and under	<input type="checkbox"/>		Small	53 – 55 cm	<input type="checkbox"/>	
Small	157 – 166 cm	<input type="checkbox"/>		Medium	56 – 59 cm	<input type="checkbox"/>	
Medium	167 – 176 cm	<input type="checkbox"/>		Large	60 – 63 cm	<input type="checkbox"/>	
Large	177 – 186 cm	<input type="checkbox"/>					
Extra large	187 cm and over	<input type="checkbox"/>					

Deposit and hire fee information

The fee for academic dress hire is \$60. In addition, a deposit of \$150 is required.

Once your request form has been processed we will email you a direct link to our online payment system where you are required to make the full \$210 payment by Visa or MasterCard prior to collection. Please bring a copy of your receipt when you collect your academic dress.

If any items are lost, returned damaged or returned later than the agreed seven days, we may retain your \$150 deposit. Otherwise, the deposit will be refunded to your credit card within approximately three business days.

Please email this form to graduation@rmit.edu.au

or post to:

Academic dress request
Completions, Awards and Graduations
RMIT University
GPO Box 2476
Melbourne Vic 3001

Office use only

Hire fee and deposit processed \$210 Signature _____ Date _____

Academic dress returned Signature _____ Date _____