



# Academic Dress ORDER for HIRE (Postal Delivery)

For more details, see:  
For enquiries:  
Return completed forms to:

Website: [www.csu.edu.au/division/studserv/graduation/purchase.htm](http://www.csu.edu.au/division/studserv/graduation/purchase.htm)  
Phone: 02 – 6933 4974  
Email: [graduations@csu.edu.au](mailto:graduations@csu.edu.au) or Fax: 02 – 6933 4974

Date of Order: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Student ID (or DoB): \_\_\_\_\_  
 Award/Degree Details: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Delivery / Postal address: \_\_\_\_\_

**PRICES - Hire (2011):**

Hire Options		Associate Degree, Diploma, University Certificate, Undergraduate, Graduate, Cert/Dip, Postgraduate Cert/Dip, Master	PhD, Professional Doctorate
Complete Outfit ( <i>Gown, hood &amp; hat</i> )	\$65.00	\$90.00	\$105.00
Gown Only	\$50.00	\$50.00	\$60.00
Trencher Only	N/A	\$20.00	N/A
Bonnet Only	N/A	N/A	\$25.00
Hood Only	N/A	\$25.00	\$25.00
Stole Only	\$25.00	N/A	N/A

**ORDER DETAILS:**

Item	Type (please circle)	Size	Cost
Gown <small>Size – Your height in centimetres</small>	Poly Wool / Poly Rayon	(height cm)	\$
Hood	Not Applicable	N/A	\$
Trencher <small>Size – Your head-size in centimetres (cm), measure around head from just above the eyebrows</small>	Solid Cap / Souvenir	(cm)	\$
Bonnet <small>Size – Your head-size in centimetres (cm), measure around head from just above the eyebrows</small>	Not Applicable	(cm)	\$
<b>Postage</b> (within Australia) <small>Hood or Souvenir Trencher Only – \$10 All other – \$20</small>	<b>Please check with Graduation Services for postage rates outside Australia</b>	N/A	\$
<i>Note: For International deliveries, a \$200 refundable deposit is payable with the order.</i>			\$
<b>Method of Payment</b> (please tick): <input type="checkbox"/> Credit Card Authority Form (complete details as attached) <input type="checkbox"/> Other Payment Method (see details attached). <b>If Other</b> , please advise payment type:		<b>TOTAL COST:</b>	\$

**Official Use Only:**

Date Order Received: \_\_\_\_\_/\_\_\_\_\_/2011 by \_\_\_\_\_  
 Award Details Verified: YES / NO - \_\_\_\_\_/\_\_\_\_\_/2011 by \_\_\_\_\_  
 Invoice Request Authority: YES / NO - \_\_\_\_\_/\_\_\_\_\_/2011 by \_\_\_\_\_  
 Payment Received: YES / NO - \_\_\_\_\_/\_\_\_\_\_/2011 by \_\_\_\_\_  
 Date Item/s Posted: YES / NO - \_\_\_\_\_/\_\_\_\_\_/2011 by \_\_\_\_\_

**HIRE**  
**Detail Code: D416**  
 IRA No: \_\_\_\_\_  
 Receipt Number: \_\_\_\_\_  
 If No, details: \_\_\_\_\_

# CREDIT CARD PAYMENT FORM

**Credit Card Payment Form Instructions:**

- Please print a copy of this form.
- Please ensure **ALL** details are completed and are clearly PRINTED.
- **Fax** this form to: **02 – 6933 2032**.
- **DO NOT** post the original.
- *Please note - payments by this method may take a few working days to process.*

**Alternative Methods of Payment:**

- Alternative methods of payment are available, but may require a CSU Staff or Student number or login. Please see details at: <http://www.csu.edu.au/division/finserv/paym/payment.htm>
- If you have any questions regarding payment, please don't hesitate to contact us, Email: [graduations@csu.edu.au](mailto:graduations@csu.edu.au), phone: 02 – 6933 2044.

PAYMENT DETAILS:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Are you a CSU Staff member or Student (please circle)? Yes / No

If yes, what is your CSU Staff/Student ID Number or Date of Birth? \_\_\_\_\_

Type of credit card (tick box)

Visa Card       MasterCard

Credit card number:

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Card expiry date:

Month			Year	

Total \$ Payable:

Academic Dress Hire  
(Detail Code: **D416**)      \$ \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_