

**Hong Kong Baptist University 63<sup>rd</sup> Commencement  
Associate Degree & Higher Diploma Programs Graduation Ceremony 26 November 2022**

<b><u>Item</u></b>	<b><u>Description</u></b>
Rental Item	Black Graduate Gown + Stole
Online Code	<b>HKBUADHD22</b>
Collection period from	17 Nov 2022 – 25 Nov 2022
Rental Fee	The rental for the first period is \$95/set for 10 calendar days For the extra rental period, the charge is \$95 for 10 calendar days. The unit of extension period of rental is 10 days basis. If it is less than 10 days, it will still be counted as 10 days.
Deposit	Rental fee \$95 and a deposit of \$500, a total of \$595 in cash is required by the time of the rental. When the whole set of regalia is returned in good condition and on/before due date, the deposit \$500 will be refunded to the graduate.
Payment	Payment of rental, deposit and the extension fee (if any) in cash only and responsible by graduates.
Rental Outlet	4 outlets available, please refer to the attached for the addresses Business hours: Monday to Sunday 10:45-19:00 Labor holidays off
Online Registration	Please apply the online registration for the gown rental in advance. Please refer to the attachment for the instruction on gown reservation system.

**Terms and Condition:**

1. Change of size, style or color is not allowed for all rented items
2. All rented items should be returned on or before the specified return due date during the opening hours of the specified outlet. After the specified return due date, it would be considered as a late and the gown rental would be renewed automatically.
3. The extension fee will be deducted from the deposit, if necessary, when the rented items are returned.
4. Regalia pick up and return must be executed at the same outlet.
5. All return items should be in the same condition as they were rented. Deposit is refundable when the rented items are returned in good condition and before due date.
6. Never use iron directly, never apply tiepin or adhesive paper on gown and/or hood/stole to avoid damage, such as burning mark, running yarn and pinholes or other damages.
7. If any returned item is confirmed to be damaged or splotted by the hirer after rental, hirer is required to purchase the damaged items. The definition of "damage": gown and hood/stole with burning mark, running yarn, pin holes and adhesive paper mark. (Please refer to sample display in outlet or Victoria Uniform website)

If you have any enquiry regarding of your gown rental, please feel free to send us an email to [info@victoriauniform.com](mailto:info@victoriauniform.com) or give us a call 3118 4396 / 3105 5009.

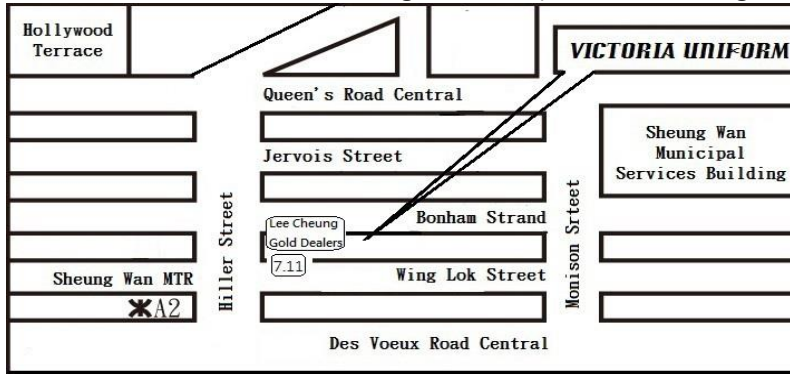
For more information please visit our website [www.victoriauniform.com](http://www.victoriauniform.com)

# 維多利校服公司 Victoria Uniform

## Sheung Wan Outlet

Tel : 2815 2673

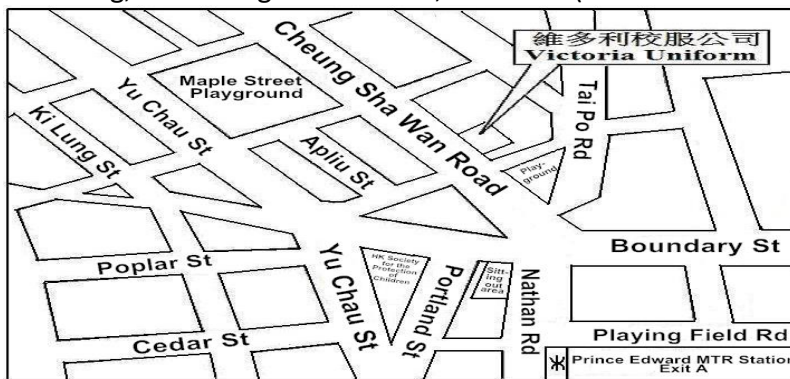
8/F, Bonham Centre, 79 Bonham Strand, Sheung Wan, H.K.(near the Sheung Wan MTR Station exit A2)



## Prince Edward Outlet

Tel : 3188 9762

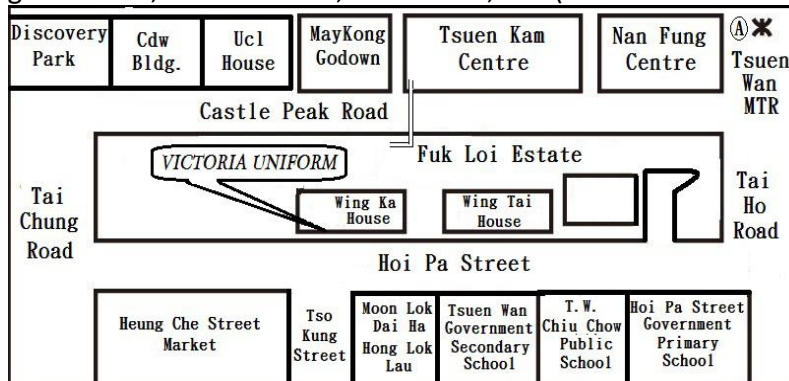
G/F, Hang Moon Building, 38 Cheung Sha Wan Rd., Kowloon. (near Prince Edward MTR Station Exit A)



## Tsuen Wan Outlet

Tel : 2437 9997

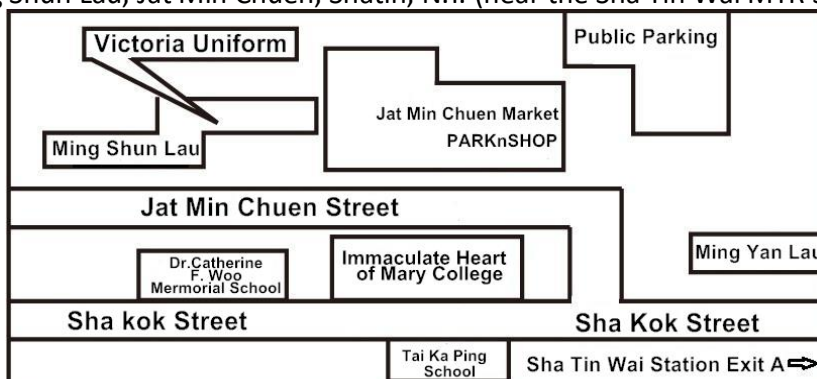
Shop 9, G/F, Wing Kai House, Fuk Loi Estate, Tsuen Wan, N.T. (near the Tsuen Wan MTR Station exit A)



## Shatin Outlet

Tel : 2637 3313

Shop 45, G/F, Ming Shun Lau, Jat Min Chuen, Shatin, N.T. (near the Sha Tin Wai MTR Station exit A)



- (1) Enter Victoria Uniform website, then click the button of “Press here for online rental”.
- (2) Input the **School code** in the textbox (stated in the invitation letter or email from School).
- (3) Click “**Submit**” button to proceed to “**Step 1 - Enter Your Personal Information**”. Do **NOT** click **Back**”button of your browser during the whole online rental process. Otherwise you have to re-enter all over again.

Victoria Uniform 維多利校服公司 畢業禮服 校服專家

主頁 Home 公司資料 Company Profile 分店地址 Outlet Locations 服務及產品 Services & Products 公司產品 Products 產品訂購 Order 畢業禮服 Academic Regalia 聯絡我 Contact Us

1 租袍請按此按鈕  
Press here for gown rental

進入租袍服務 - 請填寫學校代碼  
Please enter University / College / School code for online gown rental service

2 HKBUADHD22 Submit 3

[Instructions On Online Gown Rental System](#)

[Reprint Login](#)

**ABOUT ONLINE GOWN RENTAL SYSTEM**

- ◇ [Order Cancellation or Any Changes](#)

**OTHERS**

- ◇ [How to use the Regalia Clips to fix Graduation Gown & Hood](#)
- ◇ [Instructions on Online Gown Rental System](#)
- ◇ [Demonstration of Damage Academic Regalia](#)
- ◇ [Gown & Mortarboard Size Chart for Reference](#)
- ◇ [Terms & Conditions](#)
- ◇ [FAQ](#)

## Step 1 – Enter Your Personal Information:

- (4) All fields with \* must be completed.
- (5) Please enter your student ID numbers.
- (6) A confirmation message with login ID and password will be sent to your email (Please set your own password for future login). If you wish to re-print the Gown Rental & Deposit Form, please refer to the confirmation email received after completing the online hiring procedure.
- (7) Click “Continue” button to proceed to “Step 2- Enter Gown Rental Details”.

### 1. Enter Your Personal Information

\* Must be filled in the blank. 4

University / College / School Name :

5 → Student ID :  \*  
(enter digits, please refer to your student card or school graduation invitation letter)

Email :  \*  
(Confirmation e-mail will be sent to you)

6 → Password :  \*  
(Password must be 6-20 characters for re-login purpose.)

Password Confirm :  \*

Chinese Name :   
(Enter the Chinese name same as the one on your student card)

English Name :  \*  
(Enter the English name same as the one on your student card)

Degree of Award :  \*  
(same as your student card or refer to the invitation letter)

Gender :  Male  Female

Mobile :  \*

7 →

## Step 2 – Enter Gown Rental Details:

- (8) Gown size is measured by staff. If you cannot visit the outlet in person to try on the sizes, please make reference to the size charts by clicking “?” and write down the appropriate sizes in the blank spaces on the Gown Rental & Deposit Form that you will print out at the end of completing the online hiring procedures.
- (9) Pick Up Date must be **during 17 Nov, 2022 – 25 Nov, 2022**
- (10) Click “**Continue**” button to proceed to “**Step 3 – Order Confirmation**”.

### 2. Enter Gown Rental Details

\* Must be filled in the blank.

**8** → Gown Size : 取袍請由店員即時度身(按“?”圖示可查看所需尺碼); Size is measured by staff(Click“?” button to check the size) \*

Cap Size : not applicable \*

Hood : not applicable

Stole : Style is defined

Pick Up & Return Outlet : 沙田分店 Shatin Outlet \*

Gown pick up and return must be executed at the same outlet

如選擇上環寫字樓取袍，請留意辦公時間:  
(星期一至五) 10:00 - 19:00 ; (星期六) 10:00 - 13:00 ; 星期日及公眾假期休息。  
Mon-Fri 10am-7pm; Sat 10am-1pm; Sunday & Public Holiday close.

**9** → Pick Up Date : 2022-11-23  
The first rental period will be counted from the date of gown received.

Pick Up Time : 14:01 - 19:00

Return Due Date : 2022-12-02

University / College / School Name : Hong Kong Baptist University School of Continu.

Level : AD/HD

Fee :  
Deposit : HK \$500/set  
Rental Fee : HK \$95/set for the first 10 days  
Extension Fee : HK \$95/set for 10 calendar days after the 10-day rental period  
Total Amount : HK\$595/set

**10** →

### Step 3 – Order Confirmation:

(11) Mark sure all your personal information, gown rental details are correct and read carefully the terms & conditions.

(12) Tick the boxes at the bottom and click “**Confirm**” button to proceed to “**Step 4 – Order Complete And Print Gown Rental & Deposit Form**”.

### 3. Order Confirmation

---

Login ID : info@victoriauniform.com

Student ID : HKBU SCE - 11278

Chinese Name : 陳大文 

English Name : Chan Tai Man

Mobile : 31184396

University / College / School Name : 香港浸會大學 持續教育學院 Hong Kong Baptist University School of Continuing Education

Pick Up & Return Outlet : 沙田分店 Shatin Outlet

Pick Up Date : 2022-11-23 14:01 - 19:00 (首租期由取袍日起開始計算 The first rental period will be counted from the date of gown pick up.)

Return Due Date : On Or Before 2022-12-02 (以職員專用格內還袍日期為準。 Return date specified in "Staff Use Only" shall prevail.)

Invoice No : 1662099896 -59

Rental Items (per set)	Quantity	Size	Deposit	Rental Fee	Extension Fee
Gown	1	取袍時由店員即時度身(按“?”圖示可查看所需尺碼); Size is measured by staff(Click “?” button to check the size)	HK\$500/set	HK\$95/set for the first 10 days	HK\$95/set for 10 calendar days
Cap with tassel	0	not applicable			
Hood	0	not applicable			
Stole	1	Style is defined			

**Terms and Conditions:**

1. The first rental period must be on a 10 days basis that will be counted from the date of gown pick up.
2. The rental fee for the first period is HK\$95 and deposit is HK\$500 for whole set . Deposit for gown , hood, stole and cap with tassel are HK\$300 , HK\$0 , HK\$200 , HK\$0 respectively.
3. The extended rental period is counted on 10 days basis and the extension fee is HK\$95 /set. If it is less than 10 days, it will be counted as a 10 days period.
4. Change of size and model is not allowed for all rented items.
5. All rented items should be returned on or before the specified due date during the business hours of the specified outlet. After the specified return due date, it would be considered as a late return and the regalia rental period would be renewed and extended automatically.
6. The extension fee will be deducted from the deposit, if necessary, when the rented items are returned.
7. Regalia pick-up and return have to be at the same outlet.
8. This regalia rental deposit form must be brought together to the selected return outlet to complete the return procedure.
9. All return items should be in the same condition as they were rented. The full deposit is refundable only when the rented items are returned in good condition and before due date.
10. Never iron directly, apply tiepin or adhesive paper on the gown and/or hood/stole to avoid damage, such as burning mark, running yarn and pinholes or other damage.
11. Never fold or throw the mortarboard to avoid damage, such as broken corner.
12. If any returned item is confirmed to be damaged or splotted by the renter after rental, the renter is required to purchase the damaged items. The schedules of charge will vary depending on the items according to point #2 of this "Terms & Conditions".
13. The definition of "damage": gown and hood/stole with burning mark, running yarn, pinholes and adhesive paper mark, the corner of the cap broken. (Please refer to sample display in outlet or Victoria Uniform website)

12



I have read through and understood all above terms and conditions.



Print dual copies of Gown Rental & Deposit Form.



Confirm

### Step 4 – Order Complete And Print Gown Rental & Deposit Form:

- (13) Click the button “**Print Dual Copies**” to generate the Gown Rental & Deposit Form.
- (14) Preview the form before printing to make sure that the content of the form fits in one page.
- (15) Remember to print **TWO** copies of the form and bring **BOTH** copies to collect your gown at the specified outlet on the chosen date.

\* If you have any queries about the Online Gown Rental System, please feel free to contact Victoria Uniform Hotline at 3118-4396.

**Victoria Uniform 維多利校服公司** 畢業禮服 校服專家

主頁 公司資料 分店地址 服務及產品 公司產品 產品訂購 畢業禮服 聯絡我們

租袍請按此按鈕  
Press here for gown rental

分店營業時間：  
星期一至六  
早上十時四十五分至晚上七時  
星期日及勞工假期休息

1 Enter Your Personal Information

2 Enter Gown Rental Details

3 Order Confirmation

4 Order Complete And Print Gown Rental & Deposit Form

**4. Order Complete And Print Gown Rental & Deposit Form**

**IMPORTANT!!**  
PLEASE CLICK THE [Print Dual Copies] BUTTON TO GENERATE THE [Gown Rental & Deposit Form]. FOR ENVIRONMENTAL FRIENDLY, PLEASE PRINT THE FORM IN ONE PAGE.

PLEASE REMEMBER TO PRINT TWO COPIES OF GOWN RENTAL AND DEPOSIT FORM (ONE FOR CUSTOMER AND ONE FOR VICTORIA UNIFORM) AND BRING BOTH OF THE FORMS TO COLLECT YOUR GOWN AT THE SPECIFIED OUTLET ON THE PREFERRED DATE.

**Print Dual Copies** >>

13,14 & 15

Your online gown reservation is completed. Thank you for using our service.  
For outlet location, please refer to [http://www.victoriauniform.com/index.php?route=information/information&information\\_id=8](http://www.victoriauniform.com/index.php?route=information/information&information_id=8)  
For enquiry, please email us at [info@victoriauniform.com](mailto:info@victoriauniform.com) or call our hotline at 3118 4396 / 3105 5009.

Close >>



# 維多利校服公司

## Victoria Uniform

### 畢業袍尺碼表

尺碼	43	45	47.5	50	52.5
身高	5呎3吋 或以下	5呎4吋 至5呎6吋	5呎7吋 至5呎9吋	5呎10吋 至6呎	6呎或 以上

### Gown Sizes Chart

Size	43	45	47.5	50	52.5
Height	5 ft. 3 inches or below	5 ft. 4 inches to 5 ft. 6 inches	5 ft. 7 inches to 5 ft. 9 inches	5 ft. 10 inches to 6 ft.	6 ft. or above

#### 如何量度畢業袍尺碼?

#### How to measure your gown size?

- \* 高度由頭頂量度至地面。  
Measure the height from head to floor.
- \* 請於穿鞋後量度高度。  
Height with shoes.
- \* 建議穿袍後應與地面距離 13 吋。  
Recommend the length of the gown should  
be hanging 13 inches above the ground.

