

Memorandum

To: Faculty, Administration and Professional Staff
 From: Valerie Wojcik, Bookstore
 Date: January 25, 2022
 Re: **Rental of Academic Apparel for Commencement 2022**

To rent an academic outfit for 2022 Commencement, please complete the form below and return it to the Bookstore by Wednesday, March 23, 2022.

Rental fees

All fees are due with this order form. (**Please Note:** your listed fee is half the actual cost; the University pays the balance). If you prefer to purchase an academic outfit, please contact Valerie Wojcik at (856)881-5960 or Wojcik@rowan.edu.

| DEGREE | CAP & GOWN | TAM | HOOD ONLY | COMPLETE OUTFIT |
|--|------------|---------|---|-----------------|
| Bachelor | \$18.00 | - | \$18.00 | \$36.00 |
| Master | \$19.00 | - | \$19.00 | \$38.00 |
| Doctoral | \$22.00 | - | \$21.50 | \$43.00 |
| Doctoral | | \$22.50 | | |
| A \$25 late fee will be assessed on orders received after March 23, 2022. | | | No orders will be accepted after April 01, 2022. | |

Measurement and return

The Bookstore cannot guarantee the fit of a rental outfit or the correct hood color. However, your chances of satisfaction are much better if you order before March 23. You will receive a full refund if you cancel your rental outfit reservation by March 31, 2022. No refunds will be given after March 31, 2022.

Distribution

Distribution will be in the Bookstore from May 3 to May 6 from 9am-5pm, May 7 and 8 from 10am-5pm, May 09 to May 12, from 8am-5pm. **ALL RENTALS MUST BE RETURNED TO THE BOOKSTORE BY FRIDAY, MAY 20, 2022.**

If paying by check, checks should be made payable to Barnes & Noble Rowan University Bookstore.



Commencement Apparel Reservation Form

Please print clearly.

| | | | |
|----------------------|-----------------|--------------------|--------|
| LAST NAME | FIRST NAME | APPROXIMATE WEIGHT | HEIGHT |
| DEPT/OFFICE | E-MAIL ADDRESS | TELEPHONE | |
| ACADEMIC INSTITUTION | TITLE OF DEGREE | FIELD OF STUDY | |

1. Select your degree: ☐ Doctor's
☐ Master's
☐ Bachelor's

2. Select a style: ☐ Complete outfit \$ _____
☐ Cap and gown only \$ _____
☐ Hood only \$ _____
☐ Tam \$ _____
 Late fee (after 3/23) \$ 25.00
 Total Enclosed \$ _____

3. Mail/deliver form and payment to:
Valerie Wojcik
Rowan University
Bookstore