

Memorandum

To: Faculty, Administration and Professional Staff
 From: Valerie Wojcik, Bookstore
 Date: January 23, 2023
 Re: **Rental of Academic Apparel for Commencement 2023**

To rent an academic outfit for 2023 Commencement, please complete the form below and return it to the Bookstore by Wednesday, March 22, 2023.

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	\$21.00	-	\$21.00	\$42.00
Master	\$22.00	-	\$22.00	\$44.00
Doctoral	\$25.00	-	\$25.00	\$50.00
Doctoral		\$24.00		

A \$25 late fee will be assessed on orders received after March 22, 2023.

No orders will be accepted after April 01, 2023.

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 22. You will receive a full refund if you cancel your rental outfit reservation by March 31, 2023. No refunds will be given after March 31, 2023.

Distribution

Distribution will be in the Bookstore from May 3 to May 5 from 9am-5pm, May 6 and 7 from 10am-5pm, May 08 to May 11, from 8am-5pm. **ALL RENTALS MUST BE RETURNED TO THE BOOKSTORE BY FRIDAY, MAY 19, 2023.**

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	

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|---|---|-----------------|---|
| 1. Select your degree: <input type="checkbox"/> Doctor's
<input type="checkbox"/> Master's
<input type="checkbox"/> Bachelor's | 2. Select a style: <input type="checkbox"/> Complete outfit
<input type="checkbox"/> Cap and gown only
<input type="checkbox"/> Hood only
<input type="checkbox"/> Tam
Late fee (after 3/22)
Total Enclosed | \$ _____ | 3. Mail/deliver form and payment to:
Valerie Wojcik
Rowan University
Bookstore |
| | | \$ _____ | |
| | | \$ _____ | |
| | | \$ _____ | |
| | | \$ <u>25.00</u> | |
| | | \$ _____ | |