

106 學年度應屆畢業生借用學生畢業禮服(學位服)須知

2018 Graduation Gown Rental Policy

一、申請方式/How to rent :

- (一) 由各畢業生上網填具申請資料(詳學生畢業禮服網路申請線上登錄方式)。

The student must log into the school website, student

- (二)1. 以「班」為單位統一申請借用/group rental :

學士及碩士畢業班請以班級為單位申請，前來洽借者(畢業班代表)請攜帶學生證及完成線上登錄後之全班畢業服借用清單簽核統計表(即借用名冊)及洗滌費用，先至保管組辦理借用手續再至出納組繳交費用。

Bachelor and Master programs, please only send one rental request per class.

While renting as a group, the representative student must bring the student ID and paper copy of the online rental form to the Custody Division first, and then pay for the cleaning fee at the Cashier Division.

2. 個別申請/individual rental :

博士班因有特殊事由者，可開放個別申請借用，請帶學生證及洗滌費用辦理，若委託他人代借，亦請攜帶借用人學生證憑以辦理。Ph. D program students may rent the gown individually. Please bring your student ID and cleaning fee to apply for the rental. If someone else is renting for you, the person would still have to present your student ID in order to rent for you.

二、線上登錄期限及領取時間/Timeframe to fill out online rental request form and when to pick up :

- (一)大學部/Bachelor :

應屆畢業生登錄借用期限/Online rental form fill out : 3/9(五)~3/30(五)

畢代申請時間 /Rental request submission : 3/31(六)~4/13(五)

畢代領取時間/Pickup : 4/19(四)~4/27(五)

- (二)研究所碩/博班(網路開放時間仍需以教務處申請研究所論文考試預計畢業名冊簽核完成日為開放依據)/Master and Ph. D programs(The students can only request rentals after the final paper and oral exam results have been finalized and received by the Office of Academic Affairs.) :

應屆畢業生登錄借用期限/Online rental form fill out : 4/20(五)~5/18(五)

畢代申請時間/Rental request submission : 於上列期限內班級彙整完畢即可(Timeframe as above)

畢代領取時間/Pickup：班級申請後隔日發放(The second day after the request has been processed.)

三、借用清洗費、賠償金及罰金/rental cleaning fees and other fines：

學位別 Degree Department	借用清洗費 Cleaning fee	遺失(損毀)賠償金 Lost/Damage fine	逾期罰款 Overdue	備註 Notes
學士服 Bachelor	80 元	袍 /Gown 700 帽子/Hat 200	每逾一日罰款 50 元 (不含例假日)，逾期 賠償金額計算至購 置成本止。 Overdue: \$50 per day(not include weekends). The overdue fines will add on until the amout equals to the cost of the rental item.	清洗費請至出納組或自 動收費機繳款繳納。 Please pay for the cleaning fee at the Cashier Division or at the auto payment machine.
碩士服 Master	200 元	袍/Gown 1,100 披肩/Shawl 700 帽子/Hat 200		
博士服 Ph. D	200 元	袍/Gown 2,000 披肩/Shawl 800 帽子/Hat 200		
<p>註：損毀包含褪色、破損、嚴重脫線、判斷清洗仍無法去除的髒污、自行修改長度……等，一律以全毀論，賠償價同遺失。</p> <p>Remarks: Damages include color fading, tearing, fraying, non-removable staining, length alterations...etc. All damages will be fined as the item's full retail price.</p>				

四、歸還時間/地點：畢業典禮 6/9 當天上午 10:00 至下午 5:00/ 勵學大樓 1 樓。
Returning Time /Place :Place: 10:00 AM to 17:00 PM on 6/9 1st Floor at Li-Hsueh Bldg.