



HOUSE OF GRADUATES

► **DBN:** 110 Umhlanga Rocks Drive, Durban North

► **PTA:** 1166 Francis Baard Street, Hatfield, Pretoria

► **CPT:** Unit 7A Nobel Park Shopping Centre, Avondstil

► **TRADING HOURS:** Mon- Fri, 08h00- 17h00 & Sat, 08h30- 13h00

► **WHATSAPP:** 072 705 2824

► **NATIONAL CALL CENTRE:** 031 301 8015

✉ orders@houseofgraduates.co.za

DURBAN UNIVERSITY OF TECHNOLOGY

ORDER FORM FOR GRADUATION ATTIRE, SPRING 2024

Dear Graduand,

Congratulations on your achievement! House of Graduates is proud to be the **APPROVED PROVIDER** of graduation attire on this memorable occasion.

- If you are **HIRING** the graduation attire kindly read our **COLLECTION & RETURN PROCESS FOR HIRE** on page 2 of our order form.
- If you are **PURCHASING** the graduation attire kindly our **COLLECTION PROCESS FOR PURCHASING** on page 2 of our order form.

Please read the information provided on this order form carefully.

STEP 1:

- Print this order form and complete the personal details section below. We require this hard copy upon collection of your graduation attire.

STEP 2:

- Pay your hire or purchase fee **BEFORE** your graduation.
- Refer to our pricing on page 3 of this order form. Take advantage of our early bird specials by paying **ON OR BEFORE 13 SEPTEMBER 2024**.
- Payments will also be accepted at the graduation venue, from 3 hours before the start of the ceremony, to cater for late bookings.
- **NB: Graduands residing outside of RSA:**
 - Must pay on collection i.e. do NOT pay in advance via EFT.
 - Must provide a hard copy of their travel itinerary to qualify for our early bird pricing.

STEP 3:

- Print your proof of payment. We require this hard copy upon collection of your graduation attire.
- Refer to the next page for your allocated collection date and time.

NB: HOUSE OF GRADUATES IS YOUR APPROVED PROVIDER OF GRADUATION ATTIRE

YOU WILL FIND US INSIDE THE GRADUATION VENUE, NEVER ON THE STREET OUTSIDE THE VENUE

HIRE PROCESS:

- Follow step 1, 2 & 3 on page 1 of this order form.
- In addition to the hire charge, we require R300 in cash as "security" upon collection. This R300 will be refunded when you return the attire. **DO NOT** pay the R300 security into our account. **A penalty fee will apply should you not follow this procedure.** Alternatively, your original ID or drivers license can be used as "security".
- Collect your graduation attire at House of Graduates, 110 Umhlanga Rocks Drive, Durban North on:
 - Monday, 16 September, or
 - Tuesday, 17 September, or
 - Wednesday, 18 September.
- Our operating hours are 08h00 – 17h00. NB: You may also collect at the graduation venue, from 3 hours before the start of your ceremony.
- We stock all sizes and will assist with fitting upon collection of your graduation attire.



• RETURN PROCESS:

- Graduands must return the graduation attire, at the graduation venue, immediately after the ceremony. If not, a late return fee of R100 per day will be levied.

PURCHASE PROCESS:

- Follow step 1, 2 & 3 on page 1 of this order form.
- Purchased attire can be collected before graduation from any of our stores.
- Collection can also take place at the graduation venue from 3 hours before the start of your ceremony.
- You **MUST** present your original proof of payment and this order form when collecting the graduation attire. If not, you will be required to pay again.
- We stock all sizes and will assist with fitting upon collection of your graduation attire.



• POSTAGE

- The graduation attire can be posted to you before your graduation ceremony at a charge of R280.
- The sale fee and postage fee must be paid via EFT or FNB ATM deposit.
- The payment confirmation, a CLEAR copy of your ID/ driver's license, and this completed ordered form is required before dispatch. These documents must be emailed to dispatch@houseofgraduates.co.za. To ensure timeous delivery these documents must reach our office **14 days before your graduation ceremony.**

COLLECTION DATES & TIMES:

- Collect your graduation attire at House of Graduates, 110 Umhlanga Rocks Drive, Durban North on:
 - Monday, 16 September, or
 - Tuesday, 17 September, or
 - Wednesday, 18 September.
- Our operating hours are 08h00 – 17h00. NB: You may also collect at the graduation venue, from 3 hours before the start of your ceremony.

PRICING:

- To qualify for our **EARLY BIRD PRICING**, you must pay for your attire **ON OR before 13 SEPTEMBER 2024**.



The **NORMAL PRICE** will apply to graduates who:

- Miss the payment deadline for the early bird special.
- Pay on the day of graduation.

HIRE PRICES		
DESCRIPTION	EARLY BIRD PRICE	NORMAL PRICE
HIGHER CERTIFICATE: Gown Only	R110	R140
ADVANCED CERT & 2-YEAR DIPLOMA: Gown, Hood & Cap	R220	R270
- Gown Only	R110	R140
- Hood Only	R220	R270
- Cap Only	R110	R140
3-YEAR DIPLOMA: Gown, Hood & Cap	R230	R280
- Gown Only	R110	R140
- Hood Only	R230	R280
- Cap Only	R110	R140
PGCE, ADVANCED DIPLOMA & BACHELORS: Gown, Hood & Cap	R240	R330
- Gown Only	R110	R140
- Hood Only	R240	R300
- Cap Only	R110	R140
PROFESSIONAL BACH, PG DIPLOMA & HONS: Gown, Hood & Cap	R280	R360
- Gown Only	R110	R140
- Hood Only	R260	R320
- Cap Only	R110	R140
MASTERS: Gown, Hood & Cap	R390	R420
- Gown Only	R200	R220
- Hood Only	R190	R330
- Cap Only	R110	R140
DOCTORAL: Gown, Hood & Cap	R520	R550
- Gown Only	R300	R330
- Hood Only	R300	R330
- Cap Only	R200	R220
PURCHASE PRICES		
DESCRIPTION	EARLY BIRD PRICE	NORMAL PRICE
HIGHER CERTIFICATE: Gown Only	R750	R850
ADVANCED CERT & 2-YEAR DIPLOMA: Gown, Hood & Cap	R1 420	R1 580
3-YEAR DIPLOMA: Gown, Hood & Cap	R1 450	R1 630
PGCE, ADVANCED DIPLOMA & BACHELORS: Gown, Hood & Cap	R1 490	R1 680
PROFESSIONAL BACH, PG DIPLOMA & HONS: Gown, Hood & Cap	R1 540	R1 720
MASTERS: Gown, Hood & Cap	R1 600	R1 780
DOCTORAL: Gown, Hood & Cap	R5 200	R5 720
INDIVIDUAL ITEMS:		
- Black Gown For All Certificates, Diplomas, Degrees, Post Grads & Hons	R750	R850
- Black Gown With Trimming For Masters	R850	R950
- Black Cap All Certificates, Diplomas, Degrees, Post Grads & Hons	R350	R380
- Advanced Certificate & 2-Year Diploma Hood	R320	R350
- 3-Year Diploma Hood	R350	R400
- PGCE, Advanced Diploma & Bachelors Hood	R390	R450
- Professional Bach, PG Diploma & Hons Hood	R440	R490
- Masters Neckband	R500	R550
- Red PhD Gown	R3 000	R3 300
- PhD Neckband	R1 000	R1 100
- PhD Cap	R1 200	R1 320

OUR BANKING DETAILS:

- NB: If hiring, only pay your hire fee. **DO NOT pay the R300 security into our account.**

Bank: FNB | Account Holder: House of Grads | Account No: 621 299 777 68 | Branch Code: 220 629

Payment Reference: DUT + Your Date of Birth

YOUR PERSONAL DETAILS:

Full Name: _____

Cell Number

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Address: _____

Email: _____

Name of Completed Program/ Course: _____

Date & Time of Graduation: _____

Special Requirements? E.g. You Require A Very Small/ Very Large Gown, or A Neckband/ Hood From Another University or College, etc. NB: These Requests Must Be Made At Least 2 Weeks Prior To The Ceremony: _____

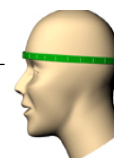
If you are **PURCHASING & REQUIRE POSTAGE** kindly complete the following:

Height (Head to toe): _____

Pants or Dress Size: _____

FOR DOCTORAL GRADUANDS ONLY: Head Measurement (Around your head, above your ears): _____

NOTE: ALL DOCTORAL GRADUANDS MUST CONTACT HOUSE OF GRADUATES IN ADVANCE IF CUSTOM SIZING IS REQUIRED.



X Small	52-53cm
Small	53-55cm
Medium	55-56cm
Large	56-58cm
X Large	58-60cm
XX Large	60-62cm

TERMS & CONDITIONS FOR HIRE:

- Should hired attire not be returned, House of Graduates will hand over your details to our legal department and you will be required to pay a fee of R2 000 (R4 000 for PhD graduands) to recover the replacement costs of the hired attire, plus legal fees.
- Loss or damage will result in the full cost being charged.
- Hired attire must be returned immediately after the ceremony. If not, a late return fee of R100 per day will be levied.

*Signature

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YOU WILL FIND US INSIDE THE GRADUATION VENUE, NEVER ON THE STREET OUTSIDE THE VENUE