2021 School Year Undergraduate and Masters Graduation Gown Loaning Application Procedure Notification

I. Loaning Application Information

  (I) Application Method: 2021 school year Graduating undergraduate and masters students should personally apply via the graduation service system.

  (II) Application Period: From March 14, 2022 to March 23, 2022 (Please note: delayed applications are subject to a NT$200 handling fee，and must be open for application and collection until April 18.)

  (III) <u>Payment Period</u>: **From March 14, 2022 to March 24, 2022** (Maintenance and cleaning fees should be submitted to the responsible department person and the person will submit the payment to the Cashier Division).

  <u>Pick-up Time</u>: **From March 29, 2022 to March 31, 2022** (Will notify the responsible person).

  <u>Return Period</u>: From **June 20, 2022 to June 22, 2022** (Scheduled according to the 2nd Division of General Affairs, will notify the responsible person)

  (Please Note: The payment, collection and return of undergraduate and master's graduation gowns are all conducted in groups).

  (IV) Loaning Application Procedure

    1. Graduating Students

      (1) Login to the University's Office of General Affairs, the 2nd Division of General Affairs web page and select the **Graduation Gown Loaning Application System**.

      https://academicals.nycu.edu.tw/clothes/s/

      (2) Registration Procedure: Enter your **Student ID Number** → Enter the **Password** (first time users, please select "**Click here for first time users**" and register in order to obtain a password) → fill out information. ― Please carefully read the Graduation Gown

Service System's Application Procedure Information.

2. Responsible Person for each Graduating Class

   (1) **Print out** and bring t**he complete Loaning Application Form** and proceed to the 2nd Division of General Affairs for a loan eligibility review.

   (2) Proceed to the Cashier Division and submit the Maintenance and cleaning fees (Undergraduate Gown: NT$85, Masters Gown: NT$160).

   (3) Bring the payment receipt and proceed to the 2nd Division of General Affairs's B1 Storage Room to pick up the Graduation Gown.

3. For students that have already graduated and wish to borrow a Graduation Gown, please proceed to the 2nd Division of General Affairs's web page's download section (https://ga.nycu.edu.tw/ct-general/download) , under the Graduation Gown section, then download and print out the "Graduation Gown Loaning Application Form" and proceed to the 2nd Division of General Affairs to conduct the loaning procedure.

II. Return Information

   (I)   Returning Period: **From June 20, 2022 to June 22, 2022** (Scheduled according to the 2nd Division of General Affairs, will notify the responsible person)

   (II) **Responsible Person** must first proceed to the Graduation Gown System to select the list of persons returning the gowns, print out the **Bulk Return Procedure Form** and **List of Items Pending Return**.

   (III) Bring the printed lists and forms and the graduation gowns and proceed to the 2nd Division of General Affairs B1 Storage Room to conduct the return procedure.

   (IV) 6/24 for late returns, proceed to the Graduation Gown System and print out the late fee form. Bring the late fee from and graduation gown to the 2nd Division of General Affairs to first calculate the late fee. Then, proceed to the **Cashier Division** to pay the fee. Then, return the gown

to the 2nd Division of General Affairs's B1 Storage Room. (Office Hours during work days: 09:00-11:40、13:20-16:00)

III. Please Note

(I) Loan Eligibility: The University's graduating students (including students with graduation extensions).

(II) The graduation gown application system is integrated with the Campus Departure System. Graduating students must enter this system to apply for loaning and returning annotation in order to avoid delay in the Campus departure process. For those who are not loaning graduation gowns, please do not logon to this system for loaning.

(III) After the responsible person has signed the loan roster, he/she can proceed to the 2nd Division of General Affairs to conduct the loaning procedure. Print out two copies of the roster, so that the 2nd Division of General Affairs keeps one copy and the department's responsible person can keep the other copy.

(IV) For graduation gown loaning, students must pay a Maintenance and cleaning fee: NT$160 per Master's Gown and NT$85 per Undergraduate Gown.

(V) Starting from April 18, individual and late loan applications are available, subject to a NT$200 handling fee.

(VI) When the responsible person distributes the graduation gowns, please ensure that the loaning person personally signs on the group loan form. Proxy signatures are prohibited without proper authorization.

(VII) The responsible person must bring the graduation gown for return procedure within the designated time (according to the 2nd Division of General Affairs's scheduled time, **returns are only conducted in groups**).

(VIII) Late Returns are subject to a NT$50 fee per day (does not include weekends and holidays) and the maximum late fee for an Undergraduate Graduation Gown is NT$890 and a Master's Graduation Gown is NT$2,020. Student with a graduation extension who have not returned the gown despite the 2nd Division of General

Affairs's reminder will be penalized through the Office of Academic Affairs.

(IX) Loaned Gowns (including cap, hood and gown) must be properly cared for. In the event that gowns are lost, damaged or cannot be returned, it must be paid for as per the current price. The damage cost for the Undergraduate graduation gown is NT$500; Undergraduate graduation cap is NT$220 and the Undergraduate graduation hood is NT$170; Master's graduation gown is NT$900; Master's graduation cap is NT$220 and the Master's graduation hood is NT$900.

IV. Contact Persons

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