2021 School Year Doctoral Graduation Gown Loaning Application Procedure Notification

I. Loaning Application Information

(I) Application Method: Graduating doctoral students should personally apply via the graduation service system.

(II) Application Period: From **May 16, 2022 to June 10, 2022**. (Office Hours during work days: 09:00-11:40、13:20-16:00)

(III) Loaning Application Procedure

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 → **print out the application form**. ─ Please carefully read the Graduation Gown Service System's Application Procedure Information.

3. Bring the application form and proceed to the 2nd Division of General Affairs for review of loaning eligibility.

4. Proceed to the Cashier Division to pay the NT$600 cleaning and maintenance fee.

5. Bring the payment receipt to the 2nd Division of General Affairs's B1 Storage Room to pick up the Doctoral Graduation Gown.

(IV) For students that have already graduated and wish to borrow a Doctoral 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 **July 4, 2022 to July 6, 2022**(Office Hours during work days: 09:00-11:40、13:20-16:00)
  (II) Return Location: The 2nd Division of General Affairs's B1 Storage Room
  (III) 7/7 for late returns, proceed to the Graduation Gown System and print out the late fee form. Bring the late fee form 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) Late returns are subject to a NT$50 fee per day (does not include weekends and holidays) and the maximum late fee for a Doctoral Graduation Gown is NT$6,000.
  (II) Students 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.
  (III) 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 Doctoral graduation gown is NT$3,500, Doctoral graduation cap is NT$1,000 and the Doctoral graduation hood is NT$1,500.
  (IV) In the event of loaning with a false name or with false or fraudulent information and other violations, the student will be penalized via the Office of Student Affairs according to the University rules based on the severity of the violation.

IV. Contact Persons
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