

# Faculty Regalia Rental Order Form

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

UGA ID #: \_\_\_\_\_

Department Convocation, UGA Commencement, or both? \_\_\_\_\_

Please complete each section of the order form so we can customize your graduation outfit just for you:

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Cap Size: \_\_\_\_\_

Degree Type: (Circle one)

Master\*

Specialist\*

Doctor

PhD

Other (please specify): \_\_\_\_\_ Field of Study (i.e., Art, Law, etc): \_\_\_\_\_

## Faculty Orders Only

School Where Degree Was Received:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

## Items Ordered

Gown: \_\_\_\_\_

Hood: \_\_\_\_\_

Tam: \_\_\_\_\_

Cap: \_\_\_\_\_

Other: \_\_\_\_\_

*Please send in all orders to [bookstor@uga.edu](mailto:bookstor@uga.edu)*

**\*Faculty members who are placing a rental order beyond 11/7/2022 will be responsible for \$20 late fee, due to rush shipping.\***

**\*This late fee is a personal fee, not a department or commencement account charge.\***

**\*No Faculty Rentals will be taken after 11/30/22\***

## Rental Return Policy

All rental regalia items must be returned within 10 business days following the ceremony. Failure to return rental items before the given deadline will result in being charged full cost of the rental package. By signing below you are in agreement with this policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions, please email Nikki Grant (Operations Manager) at [k.grant@follett.com](mailto:k.grant@follett.com)