

ACADEMIC DRESS

GENERAL NOTES

- You must wear academic dress in order to graduate (unless you are graduating from a Certificate level programme).
- You can hire your regalia from **Academic Dress Hire** – see information below.
- It should be noted that on this formal occasion suitable attire should be worn underneath your regalia, with appropriate footwear.
- Laidlaw College will provide all **ACADEMIC HOODS** required onsite from 9am on Saturday 10 December.

WHAT TO HIRE

Certificate Graduands	No academic regalia is required. Please wear formal dress.
Diploma Graduands	Diploma gown
Degree Graduands (incl GradDipTh)	Bachelor's gown and Trencher (hat)
Master Degree Graduands	Master's gown and Trencher (hat)

ACADEMIC DRESS HIRE

35 The Strand, Parnell, Auckland (09 379 6108) | Opening hours are 8:30am until 5:00pm weekdays only
17 George Street, Newmarket from 5 December 2011.

For hire of Gown (Diploma/Degree/Masters) and Trencher/Hat (Degree/GradDipTh/Masters). Please note that Laidlaw College will provide all Academic Hoods.

You must wear academic dress in order to be presented with your award on stage during the ceremony.

ORDER IN PERSON

Cut off date for onsite orders is **Friday 9 December at 5pm**. Note that Academic Dress Hire is not open on Graduation Day, Saturday 10 December.

Please visit the Academic Dress Hire offices with payment ready. Please mention that you are ordering for the Laidlaw College Graduation Ceremony. **Make sure you know your head circumference (cm) and height measurements (feet and inches) and have your credit/debit/efpos card available.**

ORDER ONLINE

Cut off date for online orders is **Monday 5 December at 5pm**.

VISIT: www.academicdresshire.co.nz

Please order directly through the website by choosing the "Other Graduations" option on the home page or by selecting the "Quick Order" option on the homepage. You can then select Laidlaw College qualifications.

Please select the qualification you will be graduating with (Diploma, Bachelor Degree or Master Degree). Once you have chosen the qualification type, the system will automatically select the correct regalia based on your protocols as listed below, with the following prices:

PRICES

Diploma Graduands	Diploma gown	\$38.00
Degree Graduands (incl GradDipTh)	Bachelor's gown and Trencher (hat)	\$59.00
Masters Degree Graduands	Master's gown and Trencher (hat)	\$59.00

PAYMENT

Payment options are:	Credit card – Visa/Mastercard (Online and office)
	Online Bank Transfer (Online orders only)
	Cash/Eftpos – (Office only)

OTHER COSTS

When ordering online all graduands are given the option to donate \$5.00 to the Kate Edger Educational Charitable Trust when ordering their regalia.

Laidlaw graduands will not be required to pay a bond, however any regalia returned after Tuesday 13 April 5pm will incur late fees.

Optional – Hassle free return service: When ordering, graduands can purchase a postage prepaid box for \$8 for returning regalia. After the ceremony, graduands can simply put regalia in the box and take to any NZ Post Shop to send their regalia back to Academic Dress Hire.

PICK UP/RETURN

Special Note: Academic Dress Hire will be moving premises just before our ceremony date. **All PICKUPS and DROPOFFS will be at the new premises: 17 George Street, Newmarket, Auckland.**

Height indication is required on the website, however a personalised fitting is available when you go to collect your order. Print out your order confirmation and take it with you when you collect your outfit during the week before your ceremony so that they can process your order quickly. Note the following collection and return times:

Collection Times

Thursday 8 December	8:30am – 5:00pm	Friday 9 December	8:30am – 5:00pm
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Return Times

Monday 12 December	8:30am – 5:00pm	Tuesday 12 December	8:30am – 5:00pm
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