

National Sun Yat-sen Academic Year _____ Bachelor (Master's) Cap and Gown Rental Application Form

Department (Institute): _____

Class representative name: _____

Mobile phone number: _____

Student No.	Name	Size	Mobile phone number	Student No.	Name	Size	Mobile phone number

Student No.	Name	Size	Mobile phone number	Student No.	Name	Size	Mobile phone number

XL _____ 套(sets) 、 **L** _____ 套(sets) 、 **M** _____ 套(sets) 、 **S** _____ 套(sets) ，

總計 Total _____ 套(sets) ； **清洗費計(Total cleaning fee)** NTD _____ 元

備註：

Remarks

- Sizes (approximate): **XL: over 175cm, L: 174 ~ 168cm, M: 167 ~ 162cm, S: Below 161cm.**
- Students are asked to fill out the above list in the order of student number then have the class representative print the payment form from the "Online Payment" section of the Cashier Division. Pay the cleaning fee over the counter at a Bank of Taiwan branch or via ATM (**Bachelor gowns are 200 NTD per set, Master's gowns are 250 NTD per set**), then present the "Receipt (ATM receipt)" to the Property Management Division to complete the borrowing procedure.
- For operational reasons, costumes may not be exchanged once they have been lent out unless special circumstances apply.
- Loss and damage of the dresses will require recompense.
- The academic dress should be returned within one week after the commencement ceremony. Overdue returning would lead to a fine of NT\$50 per day for each gown, and it is cumulative (excluding holidays and weekends) until the day of the gown's return. The compensation limit would be the cost of the dress.**