



University of Fort Hare, October 2018

Dear UFH Graduate

Many congratulations on your graduation and everything of the best in your future endeavors!

T Birch & Company has been contracted by University of Fort Hare to provide you with your academic dress and therefore, we will be on campus during your graduation ceremony with all the relevant academic requirements.

HIRING OF ACADEMIC WEAR

No form is required. UFH has provided us with all your details.

Please pay the **exact required** amount using the following payment options: **EFT, ATM Deposit** or **SnapScan**. Reference your payment with student number and surname. Hire orders for campus collection only. Bring your proof of payment with when collecting your attire.

Hire Prices - Including refundable deposit

Hire Gown	R250.00
Hire Mortarboard with Tassel	R195.00
Hood/Neckband	PURCHASE ONLY
Doctors Attire	PURCHASE ONLY

NB: You will need a letter of authorization from the University when collecting your order.

PURCHASING OF ACADEMIC WEAR

No form is required if you are collecting your order on campus (recommended). Alternatively your order can be posted to you

Postage

Complete the PURCHASE ORDER FORM (next page) and email/fax the form along with your proof of payment to:
Fax: 046 622 5091/046 622 7809
E-mail: forthare@birchs.co.za

NB: You will need a letter of authorization from the University when collecting your order.



Snap here to pay



COLLECTION ON CAMPUS INSTRUCTIONS

We will fit you out on your arrival. **If you cannot collect your attire yourself please provide the person collecting with your student card, your ID and a signed letter of permission detailing your measurements:**

Measurements:

Height: Full height - Top of head to toes (Between 1.45m and 2.1m).
Head measurement: Around the head above the ears (Between 53 cm and 63 cm).

Collection of your order:

Venue: Alice Campus: The Barn, Agricultural Department
Times: Thursday 18th October 2018 8:00am to 17:00pm
Alternatively: On the day of your graduation from 7.30am

Return of hired attire:

Venue: Alice Campus: The Barn, Agricultural Department
Time: Immediately after your graduation ceremony.
Refund: A payment of R100.00 will be made into your bank account for each hired item returned immediately after your graduation ceremony. You will forfeit your deposit if you return your goods late.

NB: You will be liable for any damaged goods or late returns to the full retail price of the outfit. Your hire fee does not cover the value of your outfit.

PAYMENT INSTRUCTIONS - Posted orders to be paid by Monday 8TH October 2018

Pay the full amount into our bank account, as per the prices on the PURCHASE ORDER FORM or as per the Hire Prices above. Bring your proof of payment with you when collecting your attire.

NB: REFERENCE YOUR PAYMENT WITH YOUR STUDENT NUMBER AND SURNAME, OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME.

Account Name: T Birch & Co (Pty) Ltd **Bank:** Standard Bank
Account Number: 082 003 432 **Branch Code:** 05-09-17

STUDENTS RESIDING OUTSIDE OF SOUTH AFRICA:

Please do not make a deposit into our bank account from outside of South Africa as you will incur extra bank charges. You may pay on campus when arriving to attend your graduation ceremony. We accept all major credit cards.





PURCHASE ORDER FORM

University of Fort Hare, October 2018

PRICE LIST: ONLY COMPLETE IF YOUR ORDER IS TO BE POSTED OR IF YOU ARE A DOCTOR

To ensure that your order is legible please write clearly in block letters with a black pen.

Surname:	_____	Qualification:	_____
Initials:	_____	Faculty:	_____
Student Number:	_____	I.D. Number:	_____
Postal Address:	_____	Cellphone Number:	_____
Postal Code:	_____	Landline Number:	_____
		E-mail Address:	_____

MEASUREMENTS (MARK WITH AN X)

Height:	Full height - Top of head to toes	(Metres)	1.45m	1.5m	1.55m	1.6m	1.65m	1.7m	1.75m	1.8m	1.85m	1.9m	1.95m	2m	2.1m
Bust / Chest:	All round chest measurement	(Inches)	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"
Head:	Around the head ABOVE the ears	(cms)	53cm	54cm	55cm	56cm	57cm	58cm	59cm	60cm	61cm	62cm	63cm		

Correct measurements are vital to you receiving the right size.

PURCHASE PRICES

Please tick in the customer use column if you wish for your goods to be posted.

Prices include vat and are valid until 31 DECEMBER 2018	Purchase Prices	Customer Use <input type="checkbox"/>
1) GOWNS		
GRAD GOWNS		
Texturised Polyester	R1 070.00	<input type="checkbox"/>
Polyester Cashmere	R1 440.00	<input type="checkbox"/>
MASTERS GOWNS		
Texturised Polyester	R1 165.00	<input type="checkbox"/>
Polyester Cashmere	R1 600.00	<input type="checkbox"/>
DOCTORS GOWNS		
Texturised Polyester	R1 955.00	<input type="checkbox"/>
Polyester Cashmere	R2 525.00	<input type="checkbox"/>
2) HOODS/NECKBAND		
Certificate Hoods	R285.00	<input type="checkbox"/>
Diploma Hoods	R325.00	<input type="checkbox"/>
Bachelors Hoods	R575.00	<input type="checkbox"/>
Honours Hoods	R635.00	<input type="checkbox"/>
Post Grad Hoods	R350.00	<input type="checkbox"/>
Masters Hoods	R830.00	<input type="checkbox"/>
Doctors Hoods	R830.00	<input type="checkbox"/>
3) HEADWEAR		
Mortarboard with Tassel	R445.00	<input type="checkbox"/>
Doctors Bonnet	R1 250.00	<input type="checkbox"/>
4) OPTIONAL EXTRAS		
Gown bag	R80.00	<input type="checkbox"/>
Tassel	R70.00	<input type="checkbox"/>
Honours cord on hood	R105.00	<input type="checkbox"/>
5) DELIVERY VIA COURIER		
1 item only	R 190.00	<input type="checkbox"/>
2 items or more	R 260.00	<input type="checkbox"/>
Total cost of order to be posted		

REFERENCE PAYMENT SLIP WITH STUDENT NUMBER AND SURNAME.

**POSTED ORDERS TO BE PAID AND FAXED/
EMAILED BY MONDAY 8TH OCTOBER 2018**

REQUIREMENTS

CERTIFICATE	Grad Gown & Hood/Neckband
DIPLOMA	Grad Gown & Hood/Neckband
BACHELORS	Grad Gown, Hood/Neckband & Mortarboard
HONOURS	Grad Gown, Hood/Neckband & Mortarboard
POST GRAD	Grad Gown, Hood/Neckband & Mortarboard
MASTERS	Masters Gown, Hood/Neckband & Mortarboard
DOCTORS	Doctors Gown, Neckband & Bonnet (Doctors attire for purchase only)

NB: A letter of authorisation from the University must accompany this order form.

Prices quoted are only applicable in South African monetary area.

If residing outside South Africa kindly e-mail (forthare@birchs.co.za) for quotations.



T. BIRCH & CO. (PTY) LTD

www.robes.co.za

P O Box 66, Grahamstown, 6140, South Africa

T. 046 622 7010 F. 046 622 5091 / 046 622 7809

E. forthare@birchs.co.za



THE REFUND PROCESS

Dear Graduand

Please note **NO CASH REFUNDS** will be paid out on Campus.

All refunds will be paid out electronically. The refund process can only begin once you have returned your graduation attire.

Local Students:

You will require a valid local bank account and a valid local cell phone number. Please follow the **5 Step Refund Procedure** below.

International Students:

If you do not have a local bank account, please e-mail a copy of your passport to gradrefundqueries@birchs.co.za **prior to your ceremony** in order to have your refund processed. If you have a local bank account please follow the **5 Step Refund Procedure** below.

5 STEP REFUND PROCEDURE

Step One:

You will receive an SMS from us requesting your banking details.

Step Two:

You will send us your banking details via SMS.

Please reply promptly with your BANK NAME and ACCOUNT NUMBER. For example: STANDARD BANK, 080002013.

DO NOT send credit card details. Only current, savings or cheque account details will be accepted.

Step Three:

You will receive an SMS asking you to confirm your banking details sent in Step Two.

Step Four:

You will confirm your banking details via SMS (this is done to double-check your details).

- If you are satisfied that your banking details are correct, your SMS reply will be: **YES**.
- If you are not satisfied that your banking details are correct, your SMS reply will be: **NO** and you will receive the Step One SMS again and repeat the process of confirming your banking details.

Step Five:

You will receive a final confirmation SMS that your banking details are on our system.

Payment will be made to the account number provided within 72 hours of the receipt of the FINAL CONFIRMATION SMS.

Should you experience any difficulties with the refund process please e-mail us at gradrefundqueries@birchs.co.za