

Dear CUT Graduate

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

T Birch & Company have been contracted by Central University of Technology to provide you with your academic dress and therefore we will be on campus during your graduation ceremony with all the relevant academic stock.

HIRING AND PURCHASING OF ACADEMIC WEAR

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

EFT or **SnapScan** the full amount required.
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 Gown	R260.00
Hire Hood / Neckband	R210.00
Hire Mortarboard / Headwear	R200.00
Outfit Special (Gown, Hood & Mortarboard)	R630.00
Hire Doctors Gown	R385.00
Hire Doctors Hood	R200.00

Purchasing:

You have a choice to collect your order from campus (recommended) or have it couriered to you.

Collection on campus:

Read collection on campus and payment instructions below.
See prices overleaf.

Postage:

Read payment instructions below. See prices overleaf.
Complete the order form overleaf, fax / e-mail to us:

Fax: 046 6225091 or 046 6227809
E-mail: cut@birchs.co.za



Snap here to pay



COLLECTION ON CAMPUS INSTRUCTIONS

When collecting your order from campus, we will fit you out on your arrival (**don't forget your proof of payment**). If you cannot collect your attire yourself please provide the person collecting with your following measurements:

Height: Full height - Top of head to toes (Between 1.45m and 2.10m).
Head measurement: Around the head above the ears (Between 53 cm and 63 cm).

Collection of your order:

Venue: The Artec Hall, Bloemfontein Campus

Times: Saturday 6th April 2019 12:00pm to 16:00pm Humanities / Health & Environmental Science
Sunday 7th April 2019 09:00am to 15:00pm Management Science / Engineering

Alternatively: On the day of your graduation 07:00am

Returning of hired attire:

Venue: The Artec Hall, Bloemfontein Campus

Time: Immediately after your graduation ceremony.

Refund: A refund of R100.00 per hired item returned will be **paid into your bank account**.

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

PAYMENT INSTRUCTIONS - Posted orders to be paid by Friday 22nd March 2019

EFT or **SnapScan** the full amount into our bank account, as per the purchase prices overleaf or hire prices above.

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

Bring your ORIGINAL (HARD-COPY) proof of payment with you when collecting your attire.

Bank: Standard Bank **Account Name:** T Birch & Co (Pty) Ltd
Branch Code: 05-09-17 **Account Number:** 081 971 257

STUDENTS RESIDING OUTSIDE OF SOUTH AFRICA:

Please do not make a payment into our bank account from outside of South Africa. You may pay via debit or credit card on campus when arriving to attend your graduation ceremony.

PURCHASE ORDER FORM

CUT Graduation, Bloemfontein Campus, April 2019

PRICE LIST: ONLY COMPLETE IF YOUR ORDER IS TO BE POSTED
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 next to the items you require.

Prices include VAT and are valid until 30 December 2019	Purchase Prices	Customer Use <input type="checkbox"/>
1) Gowns / Robes		
N.Dip Diploma Gown		
Texturised Polyester	R1 050.00	
Polyester Cashmere	R1 395.00	
CUT Graduation Gown		
Texturised Polyester	R1 150.00	
Polyester Cashmere	R1 495.00	
Doctors Gowns		
Texturised Polyester	R1 955.00	
Polyester Cashmere	R2 525.00	
2) Hoods / Neckbands		
CUT Hoods		
N.Dip	R305.00	
B.Tech / B.Ed	R610.00	
B.Ed Hons	R645.00	
PGCE / ACE	R785.00	
M. Tech	R710.00	
D. Tech	R900.00	
3) Mortarboard / Headwear	R445.00	
4) Doctor's Mortarboards	R1 595.00	
5) Extras		
Tassel	R70.00	
Gown Bag	R80.00	
6) Delivery		
Collection on campus	No charge	
Per Courier		
Delivery of one item	R195.00	
Delivery of two or more items	R265.00	
	TOTAL COST	

Posted orders to be paid for by 22 March 2019

Reference your payment with your surname and student number.

REQUIREMENTS

CUT National Certificate	N. Dip Gown & Mortarboard
CUT N.Dip	N. Dip Gown, Neckband & Mortarboard
CUT PGCE / ACE	Grad Gown, Neckband & Mortarboard
CUT B.Ed Hons	Grad Gown, Neckband & Mortarboard
CUT B.Tech	Grad Gown, Neckband & Mortarboard
CUT M.Tech	Grad Gown, Neckband & Mortarboard
D.Tech (Doctors)	Red Gown, Neckband & D. Mortarboard

DELIVERY

Hiring:	To be collected on campus (see overleaf)
Purchasing:	You may collect on campus (recommended) or have your order posted to you via courier service. An SMS advising your parcel's tracking number will be sent to you within 5 working days.



T. BIRCH & CO. (PTY) LTD

www.robcs.co.za

P O Box 66, Grahamstown, 6140, South Africa

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

E. cut@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