

Dear WSU Graduate

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

T Birch & Company has been contracted by Walter Sisulu University 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. WSU 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 Prices - Including refundable deposit

Hire Gown	R255.00
Hire Hood / Scarf	R210.00
Hire Mortarboard with Tassel	R200.00
Full Outfit Special (Gown, Hood & Mortarboard)	R630.00
Doctors (PURCHASE ONLY)	N/A

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

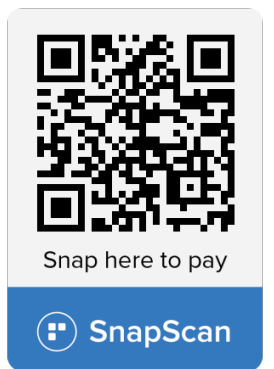
Postage

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: wsu@birchs.co.za

Doctor's Degrees

Doctor's attire is specially manufactured according to your measurements. Please 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: wsu@birchs.co.za



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: Lecture Room EG 17, Ibiko Campus
Times: Sunday 12th May 2019 09:00am to 13:00pm
Monday 13th May 2019 08:30am to 17:00pm
Alternatively: On the day of your graduation from 07.00am

Return of hired attire:

Venue: Lecture Room EG 17, Ibiko Campus
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 Tuesday 30th April 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 payments with you when collecting your attire.

Account Name: T Birch & Co (Pty) Ltd **Bank:** Standard Bank
Account Number: 082 004 048 **Branch Code:** 05-09-17

STUDENTS RESIDING OUTSIDE OF SOUTH AFRICA:

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



PURCHASE ORDER FORM

Walter Sisulu University Graduation, Ibiko Campus, May 2019

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: _____
_____	Landline Number: _____
Postal Code: _____	E-mail Address: _____

MEASUREMENTS (MARK WITH AN X)

			Correct measurements are vital to you receiving the right size.												
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		

PURCHASE PRICES

Please tick in the customer use column next to the items you require.

Prices include VAT and are valid to 31 December 2019	Purchase Prices	Customer Use <input type="checkbox"/>
1) Gowns		
DIPLOMA GOWN		
Texturised Polyester	R1 050.00	
Polyester Cashmere	R1 395.00	
GRADUATION GOWN		
Texturised Polyester	R1 150.00	
Polyester Cashmere	R1 495.00	
DOCTORS GOWN		
Polyester Cashmere	R 3 355.00	
2) Hoods/Neckbands		
N.Dip/NPDE/ACE	R 270.00	
Bachelors/B.Tech/Honours/MBChB	R 695.00	
Masters	R 785.00	
Doctors	R 750.00	
3) Scarves		
Post Grad Scarf	R 370.00	
4) Mortarboards/Headwear		
with black tassel		
N.Dip/N.H. Dip/ACE/NPDE	R 445.00	
Bachelors/B.Tech/Honours/LLB	R 445.00	
with colour tassel		
Masters/M.Tech/M. Med/MbChB	R 445.00	
5) Doctors Bonnets		
D.Tech/D.Ed	R 1 250.00	
6) Extras		
Gown Bag	R 80.00	
Tassel only	R 70.00	
7) Delivery via courier		
1 item only	R 190.00	
2 items or more	R 260.00	
Collection on Campus (Recommended)	No charge	
	TOTAL COST	

Posted orders to be paid & faxed/emailed through by Tuesday 30th April 2019

Reference your payment with your student number and surname.

REQUIREMENTS

N.H. Cert	Diploma Gown Only
N. Dip	Diploma Gown, Hood & Mortarboard
ACE	Diploma Gown, Hood & Mortarboard
NPDE	Diploma Gown, Hood & Mortarboard
Bachelors	Grad Gown, Hood & Mortarboard
B.Tech	Grad Gown, Scarf & Mortarboard
Honours	Grad Gown, Hood & Mortarboard
Masters	Grad Gown, Hood & Mortarboard
M.Tech	Grad Gown, Hood & Mortarboard
MBChB	Grad Gown, Hood & Mortarboard
Post Grad Dip	Grad Gown, Scarf & Mortarboard
Doctors outfits NOT for hire, PURCHASE ONLY	

DELIVERY / COLLECTION

Hiring:	No deliveries. Collection on campus only.
Purchasing:	No form is required if you are collecting your order on campus (recommended). Alternatively your order can be posted to you.



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. wsu@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