

**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	R290.00
Hire Hood / Neckband	R240.00
Hire Mortarboard	R220.00
Outfit Special (Gown, Hood & Mortarboard)	R710.00
Hire Doctors Gown	R450.00
Hire Doctors Hood	R225.00
Hire Doctors Headwear	R300.00

**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:** Thursday 31<sup>st</sup> August 2023 07:00 am till 17:00 pm

**Alternatively:** On the day of your graduation

**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**

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, September 2023*

**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)

<b>Height:</b>	Full height - Top of head to toes	(Metres)	Correct measurements are vital to you receiving the right size.												
<b>Bust / Chest:</b>	All round chest measurement	(Inches)	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
<b>Head:</b>	Around the head ABOVE the ears	(cms)	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"
			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 until 30 December 2023	Purchase Prices	Customer Use <input type="checkbox"/>
<b>1) Gowns / Robes</b>		
N.Dip Diploma Gown		
Texturised Polyester	R1 105.00	<input type="checkbox"/>
Polyester Cashmere	R1 465.00	<input type="checkbox"/>
CUT Graduation Gown		
Texturised Polyester	R1 210.00	<input type="checkbox"/>
Polyester Cashmere	R1 570.00	<input type="checkbox"/>
Doctors Gowns		
Texturised Polyester	R2 395.00	<input type="checkbox"/>
Polyester Cashmere	R2 855.00	<input type="checkbox"/>
<b>2) Hoods / Neckbands</b>		
CUT Hoods		
N.Dip	R430.00	<input type="checkbox"/>
B.Tech / B.Ed	R685.00	<input type="checkbox"/>
Post Grad Diploma	R625.00	<input type="checkbox"/>
B.Ed Hons	R720.00	<input type="checkbox"/>
ADV Diploma / PGCE / ACE	R875.00	<input type="checkbox"/>
M. Tech	R795.00	<input type="checkbox"/>
D. Tech	R1 010.00	<input type="checkbox"/>
<b>3) Mortarboard / Headwear with tassel</b>	R480.00	<input type="checkbox"/>
<b>4) Doctor's Headwear with tassel</b>	R2 195.00	<input type="checkbox"/>
<b>5) Extras</b>		
Tassel	R80.00	<input type="checkbox"/>
Gown Bag	R95.00	<input type="checkbox"/>
<b>6) Delivery</b>		
Collection on campus	No charge	<input type="checkbox"/>
<b>TOTAL COST</b>		<input type="checkbox"/>

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

<b>Hiring:</b>	To be collected on campus (see overleaf)
<b>Purchasing:</b>	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**

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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](mailto: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](mailto:gradrefundqueries@birchs.co.za)