



University of Fort Hare, October 2024

Dear UFH Graduate

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

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.

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	R310.00
Hire Mortarboard with Tassel	R235.00
Hood/Neckband	PURCHASE ONLY
Doctors Attire	PURCHASE ONLY

**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:  
E-mail: [forthare@birchs.co.za](mailto: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:** The Barn, Agricultural Department Building, Alice Campus  
**Times:** Wednesday 2<sup>nd</sup> October 2024 15:00pm to 17:00pm  
Thursday 3<sup>rd</sup> October 2024 07:30am to 17:00pm  
Friday 4<sup>th</sup> October 2024 07:00am to 17:00pm

**Alternatively:** On the day of your graduation from 7:00am

**Return of hired attire:**

**Venue:** The Barn, Agricultural Department Building, Alice 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**

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.

**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 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

University of Fort Hare, October 2024

ONLY COMPLETE IF YOUR ORDER IS TO BE POSTED

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)	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>Bust / Chest:</b>	All round chest measurement	(Inches)	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"
<b>Head:</b>	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 2024	Purchase Prices	Customer Use <input type="checkbox"/>
<b>1) GOWNS</b>		
<b>GRAD GOWNS</b>		
Texturised Polyester	R1 475.00	<input type="checkbox"/>
Polyester Cashmere	R1 815.00	<input type="checkbox"/>
<b>MASTERS GOWNS</b>		
Texturised Polyester	R1 470.00	<input type="checkbox"/>
Polyester Cashmere	R1 825.00	<input type="checkbox"/>
<b>DOCTORS GOWNS</b>		
Texturised Polyester	R2 855.00	<input type="checkbox"/>
Polyester Cashmere	R3 300.00	<input type="checkbox"/>
<b>2) HOODS/NECKBAND</b>		
Certificate Hoods	R375.00	<input type="checkbox"/>
Diploma Hoods	R395.00	<input type="checkbox"/>
Bachelors Hoods	R630.00	<input type="checkbox"/>
Honours Hoods	R680.00	<input type="checkbox"/>
Post Grad Hoods	R410.00	<input type="checkbox"/>
Masters Hoods	R820.00	<input type="checkbox"/>
Doctors Hoods	R835.00	<input type="checkbox"/>
<b>3) HEADWEAR</b>		
Mortarboard with Tassel	R350.00	<input type="checkbox"/>
Doctors Bonnet	R1 595.00	<input type="checkbox"/>
<b>4) OPTIONAL EXTRAS</b>		
Gown bag	R115.00	<input type="checkbox"/>
Tassel	R80.00	<input type="checkbox"/>
<b>5) DELIVERY VIA COURIER</b>		
Collection on Campus ( Recommended )	No charge	<input type="checkbox"/>

### REFERENCE PAYMENT SLIP WITH STUDENT NUMBER AND SURNAME.

### 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)

### DISTRIBUTOR (PURCHASES ONLY):

#### STRAND OUTFITTERS

116 Oxford Street, East London, 5201  
Telephone number : 043 722 1225

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**

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P O Box 66, Makhanda, 6140, South Africa

T. 046 622 2509/7010

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](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 3 working days of the receipt of the FINAL CONFIRMATION SMS.**

**Should you experience any difficulties with the refund process please e-mail us at [forthare@birchs.co.za](mailto:forthare@birchs.co.za)**