



**Dear Rhodes Graduate**

Many congratulations on your graduation and everything of the best in your future endeavors! T Birch & Company have been contracted by Rhodes to provide you with your academic dress and therefore we will be here during your graduation ceremony with all the relevant academic stock.

**HIRING OF ACADEMIC WEAR**

**No form is required.** Rhodes 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 collection at the Birch's Shop only. Bring your proof of payment with when collecting your attire.

**Hire Prices - Including refundable deposit**

Hire Gown	R245.00
Hire Hood	R190.00
Hire Bonnet (Doctors Only)	R210.00

**PURCHASING OF ACADEMIC WEAR**

No form is required if you are collecting your order at the Birch's shop (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: rhodes@birchs.co.za



Snap here to pay



**COLLECTION INSTRUCTIONS**

We will fit you out on your arrival. 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:** Upstairs at our shop in High Street  
**Dates:** Tuesday 9<sup>th</sup> April 8:30am to 5:00pm  
Wednesday 10<sup>th</sup> April 8:30am to 5:00pm  
Thursday 11<sup>th</sup> April 8:30am to 5:00pm  
Friday 12<sup>th</sup> April 8:30am to 5:00pm  
Saturday 13<sup>th</sup> April 8:30am to 13:00pm

**Return of hired attire:**

**Venue:** Upstairs at our shop in High Street  
**Dates:** During normal shop hours, as above and on Saturday 13<sup>th</sup> April from 16:00pm to 17:30pm.  
**Refund:** A deposit of R100.00 per item per hired item returned will be paid into your 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 - TO BE PAID BY MONDAY 1<sup>ST</sup> APRIL 2019**

Deposit the full amount into our bank account, as per the purchase prices overleaf or hire prices above OR call into our shop in High Street to place your order and pay.

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

**Bank:** Standard Bank **Account Name:** T Birch & Co (Pty) Ltd  
**Branch Code:** 05-09-17 **Account Number:** 082 026 572

**STUDENTS RESIDING OUTSIDE OF SOUTH AFRICA:**

Please do not make a deposit into our bank account, you may place your order and pay at our shop when arriving to attend your graduation ceremony.





## PURCHASE ORDER FORM

Rhodes University Graduation, April 2019

ONLY COMPLETE AND FAX / E-MAIL PURCHASE FORM IF YOUR ORDER IS TO BE POSTED

Surname: _____	I.D. Number: _____
Initials: _____	Qualification: _____
Student Number: _____	Faculty: _____
Postal Address: _____	<b>MEASUREMENTS REQUIRED</b>
Postal Code: _____	
Cellphone Number: _____	
Telephone Number: _____ Fax Number: _____	
Full height (Head to floor without shoes) _____ Chest / Bust (All round) _____ Head circumference (PHD / Doctors only) _____	

PURCHASE PRICES		
Please tick in the customer use column next to the items you require.		
Prices include VAT and are valid until 31 December 2019	Purchase Prices R	Customer Use <input type="checkbox"/>
<b>1) GOWNS</b>		
<b>BACHELORS / MASTERS GOWNS</b>		
Texturised Polyester	R1 150.00	<input type="checkbox"/>
Polyester Cashmere	R1 495.00	<input type="checkbox"/>
<b>PHD / SENIOR DOCTORS GOWNS</b>		
Texturised Polyester	R1 955.00	<input type="checkbox"/>
Polyester Cashmere	R2 525.00	<input type="checkbox"/>
<b>2) HOODS</b>		
<b>BACHELORS HOODS LINED</b>		
(B.Journ, B.Com, B.Sc, B.Soc Sci, B.Sc (Inf Sys) B.Econ, B.Mus, B.FA, LLB)	R505.00	<input type="checkbox"/>
<b>BACHELORS HOODS LINED + SATIN</b>		
(B.Bus Sci, B.Sc (Sof.Dev), B.Pharm)	R570.00	<input type="checkbox"/>
<b>BACHELORS HOODS LINED + RIBBON</b>		
(BA, B.Ed)	R570.00	<input type="checkbox"/>
<b>HONOURS HOOD LINED</b>		
(B.Ed Hons)	R505.00	<input type="checkbox"/>
<b>HONOURS HOODS LINED + CORD</b>		
(B.Com, B.Econ, B.Soc Sci, B.Sc, B.mus)	R550.00	<input type="checkbox"/>
<b>HONOURS HOODS LINED + RIBBON + CORD</b>		
(B.A Hons)	R630.00	<input type="checkbox"/>
<b>MASTERS, PHD, DOCTORS HOODS</b>		
Post Grad / Dips / Certs      Wear previous degree	R840.00	<input type="checkbox"/>
<b>3) HEADWEAR</b>		
PHD / Doctors Bonnets	R1 520.00	<input type="checkbox"/>
<b>4) EXTRAS</b>		
Gown bags	R80.00	<input type="checkbox"/>
<b>COURIER SERVICES</b>		
1 Item posted	R195.00	<input type="checkbox"/>
2 Items posted	R265.00	<input type="checkbox"/>
	<b>TOTAL COST</b>	<input type="checkbox"/>

ACADEMIC DRESS REQUIREMENTS	
Degree:	Gown & Hood
Certificates	Wear previous degree
PhD / Doctors:	Gown, Hood & Bonnet

HIRE PRICES	
Hire Gown	R 245,00
Hire Hood	R 190,00
Hire Bonnet (Doctors only)	R 210,00

BANK DETAILS	
Posted orders to be deposited by <b>Monday 1<sup>st</sup> April 2019</b>	
Bank:	Standard Bank
Account Name:	T Birch & Co (Pty) Ltd
Account Number:	082 026 572
Branch Code:	05-09-17
Reference deposit slip with your Surname and student number.	
Or call into the shop to order and pay	





## 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)