

EMU BOOKSTORE IN THE STUDENT CENTER

PHONE: 483-2850

FAX: 483-2840

FACULTY/STAFF CAP AND GOWN RENTAL ORDERS

It is time to place regalia rental order for the December 2009 commencement ceremony. In order to allow time for processing and shipping, please have these orders sent via fax or campus mail to the EMU Bookstore by **December 4th**. Orders received after this date may not arrive on time, and may be subject to an **additional \$10.00 charge** to cover expedited shipping.

PRICES

Masters Regalia (rent only)

Full Regalia- cap, gown, hood, tassel **\$48.95**

Cap, gown, tassel **\$30.95**

Hood only **\$24.95**

Ph.D., Ed.D., and other doctorate regalia (rent or purchase)

Full Regalia- gown, tassel, hood, tam
Rental- **\$76.95** (keep tam)

Gown, tassel, tam
Rental- **\$44.95**

Ph.D., Ed.D., or other doctoral hood only
Rental- **\$29.95**

PLEASE CLEARLY DESIGNATE THE OPTION OF YOUR CHOICE. IF YOU HAVE OTHER NEEDS, PLEASE CONTACT THE BOOKSTORE IMMEDIATELY SO ACCOMMODATIONS CAN BE MADE. THANK YOU

PLEASE BE AWARE THAT THE BOOKSTORE CAN NO LONGER ACCEPT REQUISITION FORMS AS PAYMENT FOR COMMENCEMENT REGALIA. WE ARE SORRY FOR THIS INCONVENIENCE

CREDIT CARD# _____

EXP _____

CASH/CHECK _____

Date submitted to the EMU Bookstore _____

Name _____

Phone _____

Department _____

Subject _____

University Name _____

Height w/ Shoes _____

Cap Size (S,M,L,XL) _____

Approx. Weight _____

While every effort is made to secure the correct hood color, Please **CHECK** your order upon arrival and notify the Bookstore of any problems.

PLEASE RETURN YOUR REGALIA TO BOOKSTORE STAFF IN THE FACULTY ROBIN ROOM IMMEDIATELY AFTER THE CEREMONY. RETURNED REGALIA WILL BE CHECKED IN BY NAME. REGALIA NOT RETURNED WITHIN ONE WEEK OF THE EVENT WILL BE CHARGED THE FULL REPLACEMENT COST OF THE GARMENT