

Shaw College, The Chinese University of Hong Kong

Gown Rental Authorization Letter

I \_\_\_\_\_(Name), Student ID: \_\_\_\_\_authorized the following representative to collect a set of academic gown(including a gown, a hood and a cap) from the Business Office of the Chinese University of Hong Kong via Shaw College. I shall bear full responsibility even if the gown is rented on my behalf by my authorized delegate.

I agree to return the gown in good shape by 22 April 2021 no later than 4:30pm and agree to pay to the College for any late return penalty and any loss and damage to the gown at the following rates:

Late Return : HK\$40 per day (excluding Saturdays, Sundays and public holidays)

Damaged Gown : HK\$360 for the gown, HK\$160 for the hood, HK\$160 for the mortar-board, and HK\$680 for the whole set.

Attached please find the photocopy of my Student ID/ HKID for your record.

Student

Authorized Delegate

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

HKID: \_\_\_\_\_

HKID: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_