

Shaw College, The Chinese University of Hong Kong
Departmental Photo-taking Activity
Notice for Gown Rental

Date : 26 March 2021 (Friday)
Time : To be confirmed
Venue : Shaw College

1. Graduating students are required to register for the photo taking activity and gown rental on or before 16 February 2021, details as below:

- No class representatives were recruited for 2021. Graduating students are required to [register online](#) individually for taking departmental photo and borrowing an academic gown.
- If you wish to borrow an academic gown, please indicate your [gown size](#) and complete the [undertaking](#). You are required to submit the completed undertaking on the day you collect the gown. (No gown would be collected without the completed undertaking.)
- If you would like to authorize another person to collect the gown on your behalf, s/he is required to present the completed undertaking, [letter of authorization](#) and a photocopy of your student ID.

2. Gown collection arrangement

Date : 16 and 17 March 2021 (Tuesday and Wednesday)
Time : 9:30am – 12:30pm ; 2:30 – 4:30pm
Venue : LG403, Wen Lan Tang, Shaw College

3. Gown return arrangement

Date : 21 and 22 April 2021 (Wednesday and Thursday)
Time : 9:30am – 12:30pm ; 2:30 – 4:30pm
Venue : LG403, Wen Lan Tang, Shaw College

4. Gown size

The College will try to provide you the requested gown size as far as possible. If a particular size is not available due to the limited quantity, the College will provide you with the closest size.

5. Penalty for late return or damaged gown

Late return : HK\$40 per day (excluding Saturdays, Sundays and public holidays)
Damaged gown : HK\$360 for the gown, \$160 for the hood, \$160 for the mortar-board, and \$680 for the whole set.

Remarks

- Do not alter the size and style of the graduation gown. All pins on the gown shall be removed before returning it to the College.
- Do not put pins and adhesive tape on the gown and the hood. Irremovable tapes found on the gown will be regarded as damage.
- The fabric can only be dry-cleaned. Wet marks or stains found on the gown will be regarded as damage.

6. Students who are not in the graduating class 2021 are not eligible for gown rental.

5 February 2021