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 20 to 21 April 2026 at 9:30am – 12:30pm ; 2:30 – 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:	_____
Student ID/ HKID:	_____	Student ID/ HKID:	_____
Contact:	_____	Contact:	_____
Date:	_____	Date:	_____