Shaw College, The Chinese University of Hong Kong

Letter of Undertaking for Borrowing Academic Gown

I, _____, would like to borrow a set of academic gown (including a gown, a hood and a cap) from the Business Office of The Chinese University of Hong Kong through Shaw College for the Shaw College Photo Day on 27 March 2026. I promise:

1. to keep the gown clean and return it to the college office by 20 - 21 April 2026 during 9:30am – 12:30pm ; 2:30 – 4:30pm.

2. to pay the penalty for late return (a penalty of HK$40 per working day, excluding Saturday, Sunday and public holidays)

3. to pay the penalty for damage (gown: HK$360, hood: HK$160, cap: HK$160, full set: HK$680)

4. to pay penalty if the loss of the gown (full set: HK$680)

Name: _____ Major: _____

Student ID: _____ Contact Number: _____

Email Address: _____

Signature: _____ Date: _____