

Universiti Tunku Abdul Rahman			
Form Title: Application to rent convocation attire (Outside the Convocation Period)			
Form Number : FM-DARP-002	Rev No: 3	Effective Date: Dec 2021	Page No: 1 of 2

Head,
 Department of Alumni Relations and Placement
 Universiti Tunku Abdul Rahman
 Jalan Universiti, Bandar Barat,
 31900 Kampar, Perak
 Tel: 05-468 8888 (ext. 2537) or 016-2233820

Rental of Convocation Attire Outside the Convocation Period
(This application & payment must be submitted at least two weeks in advance of date of rental)

I,, NRIC No.:
 (Name as in NRIC)

Course : Convocation Batch:.....

Level (Degree/Master/PhD)

wish to rent a set of Universiti Tunku Abdul Rahman (UTAR) convocation attire for the period from

..... / / 20..... to / / 20..... (6 working days).
 (Date of collection) (Date of Returning)

My height iscm. and head circumference iscm.

My Postal Address:.....

I hereby agree

1. to make complete payment of the graduation fee before renting the convocation attire for the above mentioned period,
2. to pay the rental sum, as indicated in Table 1 Rate for Rental and Deposit, for a fixed period of six working days, which excludes Saturdays, Sundays and Public Holidays;
3. to pay the deposit sum, as indicated in Table 1 Rate for Rental and Deposit, which is refundable after the return of the full set of UTAR convocation attire in good condition to UTAR. (Good Condition is defined as not being torn, tattered, stained, discoloured and/or in such condition not fit to be worn for a convocation);
4. to pay a late penalty of RM10.00 per day until the full set of UTAR convocation attire is returned;
5. to pay the amount, as indicated Table 3 Charges for Damage or Loss of Convocation Attire, if part of or the full set of convocation attire is damaged or lost;
6. to not hold Universiti Tunku Abdul Rahman responsible for any loss or damage of the whole sets of convocation attire during the delivery process.
7. to return the whole set of convocation attire with good condition to Kampar or Sungai Campus.

I enclose a Bank-draft/Money Order/Bank in Slip (No:.....), being the full payment of the rental, deposit and postage fee (if applicable) indicated in Table 1, amounting RM....., made payable to "Universiti Tunku Abdul Rahman".

Name of Beneficiary	: UNIVERSITI TUNKU ABDUL RAHMAN
Current Account No.	: 3118325015
Beneficiary Bank	: PUBLIC BANK BERHAD

..... / ... / 20 ...
 Signature of Applicant Telephone/Mobile No. Email Address Date

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N.B.

Table 1 Rate for rental for 6 working days (From 1 August 2024 to 31 August 2024):

	Degree	Master	PHD
Rental	RM80	RM127	RM127
Deposit	RM200	RM250	RM300
Postage Fee	Domestic Destination: RM30		

Penalty for returning late: RM10 per day late.

Table 2 Rate for rental for 6 working days (For July and September 2024 onwards)

	Degree	Master	PHD
Rental	RM200	RM250	RM300
Deposit	RM200	RM250	RM300
Postage Fee	Domestic Destination: RM30		

Penalty for returning late: RM10 per day late.

Table 3 Charges for Damage or Loss of Convocation Attire

	Gown	Hood	Mortar-board	Whole set
Degree	RM200	RM100	RM80	RM380
Master	RM250	RM120	RM80	RM450
PHD	RM1400	RM250	RM150	RM1800