

HOUSE OF GRADUATES

- **HEAD OFFICE:** 110 Umhlanga Rocks Drive, Durban North
- **PRETORIA OFFICE:** 1166 Francis Baard Street, Hatfield, Pretoria
- **CAPE TOWN OFFICE:** Unit 7A Nobel Park Shopping Centre, Avondstil, Cape Town
- **TRADING HOURS:** Mon- Fri, 08h00- 17h00 & Sat, 08h30- 13h00 **WHATSAPP/** 076 675 7799 ✉ bookings@houseofgraduates.co.za

NATIONAL CALL CENTRE: 031 301 8015

UNIVERSITY OF SOUTH AFRICA (UNISA)
2023 GRADUATION ATTIRE INFORMATION GUIDE

Dear UNISA Graduand,

Congratulations on your achievement! House of Graduates is proud to be the **APPROVED PROVIDER** of graduation attire on this memorable occasion.

- If you are **HIRING** the graduation attire kindly read **SECTION A** of our order form.
- If you are **PURCHASING** the graduation attire kindly read **SECTION B** of our order form.

Please read the information provided on this order form carefully.

PRICING:

PLEASE NOTE:

- If hiring a refundable **CASH** deposit of R300 is required **IN ADDITION** to the hire charges below. **This amount must be paid in cash, if not an additional fee of R15 will be charged.**
- All payments, for hire and sale, must be done in advance via EFT or ATM deposit. **Graduands residing outside of RSA** are required to make payment on collection i.e. **no** advance payment must be made.
- Your original proof of payment, a CLEAR copy of your ID/ driver's license, and this form is required upon collection of the graduation attire.

DESCRIPTION	HIRE PRICE	SALE PRICE (FROM)
DIPLOMA SET: GOWN & NECKBAND	**R290**	**R1,590**
- Gown Only	R200	R1,200
- Neckband Only	R200	R390
BACHELORS: *GOWN, HOOD WITH NO CORD & CAP*	**R320**	**R2,050**
BACHELORS: *GOWN, HOOD WITH 1 CORD & CAP*	**R320**	**R2,130**
- Gown Only	R200	R1,200
- Hood With No Cord Only	R200	R500
- Hood With 1 Cord Only	R200	R580
- Cap Only	R130	R350
HONOURS: *GOWN, HOOD WITH 1 CORD & CAP*	**R320**	**R2,130**
HONOURS: *GOWN, HOOD WITH 2 CORDS & CAP*	**R320**	**R2,140**
- Gown Only	R200	R1,200
- Hood With 1 Cord Only	R200	R580
- Hood With 2 Cords Only	R200	R590
- Cap Only	R130	R350
MASTERS: *GOWN, HOOD & CAP*	**R400**	**R2,240**
- Gown Only	R200	R1,200
- Hood Only	R240	R690
- Cap Only	R130	R350
DOCTORAL: *GOWN, HOOD & CAP*	**R600**	**R6,900**
- Gown Only	R470	R4,400
- Hood Only	R400	R1,050
- Cap Only	R400	R1,450
POSTAGE/ COURIER WITHIN RSA		**R300**

SECTION A: INFORMATION TO HIRE GRADUATION ATTIRE

If you are **HIRING** the graduation attire kindly follow the steps below:

1. Complete the personal details section below. Please view our terms and conditions on www.houseofgraduates.co.za.

2. **PAYMENT:**
   a. Payment must be made in advance via ATM Deposit/ EFT. **NB: Please use the FNB ATM to make cash deposits. DO NOT DEPOSIT CASH INSIDE THE FNB BRANCH WITH A TELLER**. If you are unable to deposit cash via the ATM please pay in cash/ card when collecting your graduation attire.
   b. **Graduands residing outside of RSA/ international students** are required to make payment on collection i.e. No advance payment must be made.

3. **COLLECTION OF GRADUATION ATTIRE:**
   a. Collection can take place at the graduation venue from 3 hours before the start of your ceremony.
   b. A refundable **CASH** deposit of R300 is required upon collection of the hired graduation attire.
   c. You MUST present your original proof of payment, a CLEAR copy of your ID/ driver's license, and this order form when collecting the graduation attire. If not, you will be required to pay again.
   d. We stock all sizes and will assist with fitting upon collection of your graduation attire.

4. **RETURN OF GRADUATION ATTIRE:**
   a. Graduands must return the graduation attire at the graduation venue immediately after the ceremony. You must inform House of Graduates if you wish to keep the graduation attire for an extended period. If not, a late return fee of R100 per day will be levied.
   b. **NB:** In the event of damage or non-return the hirer will be compelled to pay House of Graduates a minimum of R1,200 plus legal fees to recover the graduation attire from you.

SECTION B: INFORMATION TO PURCHASE GRADUATION ATTIRE

If you are **PURCHASING** the graduation attire kindly follow the steps below:

1. Complete the personal details section below. Please view our terms and conditions on www.houseofgraduates.co.za.

2. **PAYMENT:**
   a. Payment must be made in advance via ATM Deposit/ EFT. **NB: Please use the FNB ATM to make cash deposits. DO NOT DEPOSIT CASH INSIDE THE FNB BRANCH WITH A TELLER**. If you are unable to deposit cash via the ATM please pay in cash/ card when collecting your graduation attire.
   b. **Graduands residing outside of RSA/ international students** are required to make payment on collection i.e. No advance payment must be made.

3. **COLLECTION:**
   a. Purchased attire can be collected before the graduation from any of our stores.
   b. Collection can also take place at the graduation venue from 3 hours before the start of your ceremony.
   c. We stock all sizes and will assist with fitting upon collection of your graduation attire.

   NB: You MUST present your original proof of payment, a CLEAR copy of your ID/ driver's license, and this order form when collecting the graduation attire. If not, you will be required to pay again.

4. **POSTAGE**
   a. The graduation attire can be posted to you before your graduation ceremony at a charge of R280.
   b. The sale fee and postage fee must be paid via ATM deposit/ EFT.
   c. The payment confirmation, a CLEAR copy of your ID/ driver's license, and this completed ordered form is required before dispatch. These documents must be emailed to admin@houseofgraduates.co.za. To ensure timeous delivery these documents must reach our office **14 days before your graduation ceremony.**

YOUR PERSONAL DETAILS:

Full Name: _____

Cell Number: _____

Email Address: _____

Daytime Physical Address (Not Postal): _____

Which College Did You Belong To? E.g. College of Accounting Sciences, or College of Education, or College of Human Sciences, etc: _____

Full Name of Degree Conferred. **You Must Be Specific** E.g. BCom(AS) or BHEc or BCS or BSc(AES) or BAdmin or BA(Cur), or BEd, etc _____

Date of Graduation Ceremony: _____

Time of Graduation Ceremony: _____

Special Requirements? E.g. You Require A Very Small/ Very Large Gown, Etc. Requests Must Be Made At Least 2 Weeks Prior To The Ceremony: _____

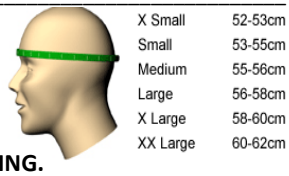
Signature (To acknowledge the HOG terms and conditions & Section A above): _____

*If you are **PURCHASING/ REQUIRE POSTAGE** kindly complete the following:*

Height (Head to toe): _____

Pants or Dress Size: _____

FOR DOCTORAL GRADUANDS ONLY: Head Measurement (Around your head, above your ears): _____



NOTE: ALL DOCTORAL GRADUANDS SHOULD CONTACT HOUSE OF GRADUATES IN ADVANCE FOR CUSTOM SIZING.

COLLECTION PREFERENCE (ONLY APPLICABLE TO THOSE PURCHASING):

COLLECTION PREFERENCE	PLEASE TICK
I Will Collect My Attire At The House of Graduates Store In Pretoria, Durban or Cape Town	
I Will Collect My Attire At The Graduation Venue From 3 Hours Before The Start of The Ceremony	
Please Post My Graduation Attire	

OUR BANKING DETAILS:

Bank	: FNB
Account No	: 621 299 777 68
Account Holder	: House of Grads (Pty) Ltd
Branch	: Umhlanga Crescent
Branch Code	: 220 629
Reference	: *UNISA + Date of Birth (e.g. If you are born on 14 June 1990 your reference will be **UNISA140690**)*