



## University of Southern Queensland Graduations Office 2019 School Academic Dress Hire Form

Place your academic dress hire order via this form.  
 Ensure you are using the form for the correct year ie ordering in late 2019 for 2020 – use the 2020 form.  
 Orders must be received by the Graduations Office at least 7 (seven) days prior to collection.  
 Academic dress is supplied 'loose' ie not packed, and must be collected and returned in person.  
 The USQ Gradations Office is unable to provide a hire service during the University's ceremonies season (mid-March to mid-June, and September)

Return your completed form to Graduations Officers:

**Lauren McAdam**  
**P: +61 7 4631 1741**  
**E: [lauren.mcadam@usq.edu.au](mailto:lauren.mcadam@usq.edu.au)**

**Jessica Schasser**  
**P: +61 7 4631 1647**  
**E: [jessica.schasser@usq.edu.au](mailto:jessica.schasser@usq.edu.au)**

USQ is collecting the personal information on this Form for university purposes to provide services associated with the hire of academic dress to schools. USQ stores this information in the Graduations Office. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law. Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009* (Qld) which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to USQ Privacy Officer [privacy@usq.edu.au](mailto:privacy@usq.edu.au)

<b>School Contact:</b>			<b>Signature:</b>		
<b>Name of School:</b>					
<b>School Address:</b>					
<b>School Phone:</b>			<b>School Purchase Order #:</b>		
<b>Contact Mobile:</b>			<b>Email Address:</b>		
Item	Total no of items	Amount to be invoiced	Date & time to be collected:		
<b>Gowns:</b>		\$	<b>Date &amp; time to be returned:</b>		
<b>Hoods/Stoles:</b>		\$	<b>HIRE:</b> Schools will be charged \$35.00 per set for hired gowning. For example, if a school hires 24 gowns +21 hoods+22mortarboards, the school will be charged for 24 gowning sets at \$35.00 each. OR alternately, for individual items at \$20 per gown, \$15 per hood or \$15 per mortarboard/bonnet <b>DRYCLEANING:</b> \$20 per gown, \$8 per hood and \$8 per mortarboard/bonnet will apply if academic dress is NOT returned in the same state as supplied. <b>REPLACEMENT:</b> The cost of mending or replacement of gowns, hoods and mortarboards is significant and varies accordingly - if academic dress is damaged or not returned then charges will apply.		
<b>Mortarboards/ PHD Bonnets:</b>		\$			
<b>TOTAL:</b>		\$			
<b>Hire Agreement:</b>	I agree to return the items hired by the agreed date and time. I also agree to return the items hired in the condition borrowed. If soiled or damaged the school will be liable for additional charges levied including cleaning or replacement costs. Additional charges will be added to the school's invoice.				
	<b>Name of person collecting:</b>		<b>Mobile number of person collecting:</b>		
	<b>Signature:</b>		<b>Date:</b>		

<b>School:</b>											
<b>Gowns Required (Type, size and number)</b>		<b>110</b> (153cm high+)	<b>115</b> (158cm high +)	<b>120</b> (163cm high +)	<b>125</b> (169cm high +)	<b>130</b> (174cm high +)	<b>135</b> (183cm high +)				
Bachelor (complete Hood section below)											
Masters (complete Hood section below)											
Doctor of Applied Science (includes Hood)											
Doctor of Business Administration (includes Hood)											
Doctor of Creative Arts (includes Hood)											
Doctor of Education (includes Hood)											
Engineering Doctorate or Doctor of Professional Engineering (includes Hood)											
Doctor of Philosophy (includes Hood)											
Doctor of Professional Studies (includes Hood)											
Doctor of Psychology (Clinical) or Doctor of Psychology (Health) or Doctor of Psychology (Sport & Ex) (includes Hood)											
<b>Hoods/Stoles Required</b>	<b>Law</b> Spectrum Violet	<b>Science</b> Spectrum Blue	<b>Nursing</b> Peacock Green	<b>Arts</b> Pearl White	<b>Engineering</b> Claret	<b>Surveying</b> Maroon	<b>Info Tech</b> Signal Red	<b>Commerce</b> Indian Yellow	<b>Business</b> French Grey	<b>Education</b> Lilac	<b>MBAD</b> Grey with yellow trim
Bachelor Hood											
Masters Hood											
Stole											
Cord											
	<b>53cm</b>	<b>54cm</b>	<b>55cm</b>	<b>56cm</b>	<b>57cm</b>	<b>58cm</b>	<b>59cm</b>	<b>60cm</b>	<b>61cm</b>	<b>62cm</b>	<b>63cm</b>
Mortarboard											
Doctoral Bonnet											

**\*An invoice will be forwarded to the school after the academic dress hire is complete, and items have been returned to the University of Southern Queensland.**

## 1. Conditions of Hire:

- Contact the USQ Graduations Officers on **P: 07 4631 1647** or **P: 07 4631 1741** before placing an order if you have any queries.
- USQ hires academic dress provided this does not impact USQ graduation ceremonies or other University usage.
- USQ hires academic gowns and headwear to local schools, regardless of whether they are to be worn by academic staff or graduating students. The hire of hoods is only for use by those with an academic qualification ie Degree, Masters, Doctorate. For example, if a student is NOT graduating from a USQ program NO hood will be provided in order to maintain the integrity of USQ awards.
- USQ does NOT hire gowning to individuals or members of the public.
- A hirer must collect & return the academic dress order from/to the [USQ Graduations Office \(Toowoomba Campus\) B117](#)
- The duration of hire period is limited to 7 days.
- It is the hirer's responsibility to ensure that academic dress is worn appropriately & correctly. See [USQ Academic Dress](#)
- Academic dress is hired on the understanding that additional charges will result if the hired items are not returned in the condition in which they were supplied – for example, if dry cleaning or mending is required. The replacement cost of a set of gowning is approximately \$500.

## 2. USQ Academic Dress Hire Process:

- The Contact Person completes the Hire Form and submits to the USQ Graduations Office with suitable arrangements for collection
- The Collection Person picks up Academic Dress from the USQ Graduations Office & signs the Hire Form
- USQ Academic Dress is used appropriately by the Hirer under the supervision of the Contact Person
- The Collection Person returns Academic Dress in good condition & assembled as per instructions below by the Contact Person. Please allow sufficient time (15-30 minutes) for the collection and return of an Academic Dress order
- The Hirer's invoice is raised by USQ and forwarded to the school after the hire is complete, and items have been returned to the University of Southern Queensland.

## 3. Roles & Responsibilities:

### The Hirer (school or TAFE)

- nominates ONE Contact Person to undertake ALL correspondence with USQ
- nominates a Collection Person to undertake pickup and return of Academic dress (this may also be the Contact Person)
- is responsible for payment of the invoice raised by USQ Finance including any additional charges for cleaning or damage

### **The Contact Person**

- is responsible for the appropriate use of Academic dress
- will use this form (USQ School Academic Dress Hire Form) to confirm the school booking with the Graduations Office
- collates ALL the school's requirements for the order and is the ONLY contact for the purposes of the hiring with full responsibility for any amendments or communications
- no later than 7 days before required, will submit the form to the Graduations Officers
- no later than 2 days before required, will ensure the school's requirements are finalised (quantity / details of collection etc)
- will arrange collection and delivery dates / times in writing with the Graduations Office (as per the Hire Form)
- will inspect all academic dress before return to USQ to ascertain any staining / damage / correct numbers of items and notifies Graduations Office in person
- will ensure academic dress is prepared/assembled ready for the Collection Person to return to the Graduations Office (as per requirements below)
  - gowns must be returned on the coat hangers supplied
  - gowns grouped in size order (115cm-135cm) and type ie Bachelor / Master / Doctorate
  - hoods folded as supplied and grouped by colour in batches of 5
  - note: Master hoods (fully lined) separated from Bachelor hoods (10cm strip of colour)

### **The Collection Person (may also be the Contact Person)**

- will consult with the Contact Person to arrange the collection date / time at the USQ Graduations Office, B117, Ground Floor, B Block (Administration Building)
- will inspect the collected academic dress and signs for the items on behalf of the school
- will deliver the academic dress to the Contact Person
- will return the academic dress in good order (as packed / supplied by the Contact Person) to the Graduations Office
- will sign for the return of academic dress on behalf of the Hirer

**COLLECT:** Graduations Office (B117) is located in B Block (Administration) – at the top of the flagged drive off West Street.  
Graduations Office Contacts: Lauren McAdam P: +61 7 4631 1741 or Jessica Schasser P: +61 7 4631 1647

