



HOUSE OF ROLEEN

Registration Number CC 2007/042672/23

Merriman Building • Merriman Ave • Vereeniging • P O Box 2766 • Vereeniging 1930 • Tel N° (016) 422-3052 • Fax N° (016) 422-3053

Dear Graduandi and Diplomandi,

We herewith would like to inform you that House of Roleen has been appointed as the official supplier for your graduation wear. We strictly comply with the colour codes set by the University for the individual qualification according to BCC codes. House of Roleen academic wear is manufactured with many years of experience and is supplied directly to you at factory prices.

Two options are available to obtain correct academic wear, viz. **Buying** and **Hiring** - But that's not all

Your Buying order
TOP OF THE RANGE – GOLD LABEL QUALITY
can be collected from your Post Office after three (3) days of dispatching

1. BUYING PROCEDURE

- 1.1 Complete **ORDER FORM** with **CORRECT** details (measurements, required attire, personal details etc.)
See measurements guide below.
- 1.2 Write **LAST FOUR (4) DIGITS OF YOUR STUDENT NUMBER** in the **REFERENCE BLOCK** on your **DEPOSIT SLIP**.
- 1.3 **PAY** the **FULL AMOUNT** in **CASH (NO CHEQUES)** into **HOUSE OF ROLEEN** bank **ACCOUNT**.
- 1.4 **FAX** your **DEPOSIT SLIP** together **WITH YOUR COMPLETE ORDER FORM** to **HOUSE OF ROLEEN** before **27 APRIL 2017**
Please phone **House of Roleen** if you have **NOT** received your parcel after 5 days.
- 1.5 Visit the factory shop in Vereeniging for direct purchases and immediately take along your attire.
- 1.6 A **TRACKING NUMBER** will be sent via **SMS** to your cell phone. **COLLECT** your **PARCEL** from your post office after three (3) days of **SMS** notification.

2. HIRING PROCEDURE

- 2.1 Complete **ORDER FORM** with **CORRECT** details (measurements, required attire, personal details etc.)
See measurements guide below.
- 2.2 Write **LAST FOUR (4) DIGITS OF YOUR STUDENT NUMBER** in the **REFERENCE BLOCK** on your **DEPOSIT SLIP**.
- 2.3 **PAY** the **FULL AMOUNT** in **CASH (NO CHEQUES)** into **HOUSE OF ROLEEN** bank **ACCOUNT**.
- 2.4 **FAX** your **DEPOSIT SLIP** together **WITH YOUR COMPLETE ORDER FORM** to **HOUSE OF ROLEEN** and **confirm** that House of Roleen has received your faxed order and payment before **24 APRIL 2017**.
- 2.5 **COLLECT** hired attire in **L6** not later than **07:30** on **graduation day**.
- 2.6 **ORIGINAL** deposit slip, order form and proof of fax must be brought along when collecting items at campus.
- 2.7 **RETURN** hired attire **IMMEDIATELY** after the ceremony – **NO EXCEPTION**

3. BANK DETAILS

House of Roleen
ABSA Bank
Account: 101-627-0144
Branch code: 630137
Branch: Vereeniging

4. STREET ADDRESS

House of Roleen
Merriman Building
Merriman Avenue
VEREENIGING

5. OFFICE HOURS

Monday – Friday 09H00 – 16H30
Saturday 09H00 – **11H30**
CLOSED ON LONG WEEKENDS:- Please Phone
MARCH 18,19,20,21 APRIL 14,15,16,17,27 28, 29, 30
MAY 1 JUNE 16,17,18 AUG 9 SEPT 23,24,25
SHOP CLOSSES 08 DECEMBER 2017

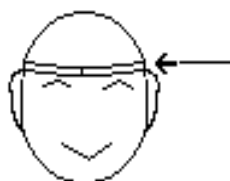
6. CONTACTS

Tel:- 016 422 3052 - 4 LINES

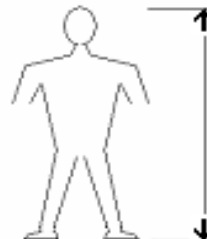
➡ FAX:- 016 422 3053 - 3 LINES

N.B. N.B. N.B. NO HOMEMADE ATTIRE OR IMITATIONS WILL BE ALLOWED ON GRADUATION DAY. STUDENTS PLACE OWN BUYING OR HIRING ORDER WELL IN ADVANCE WITH HOUSE OF ROLEEN. STRICTLY NO SELLING WILL BE DONE ON GRADUATION DAY.

MEASUREMENT GUIDE



MORTARBOARD SIZE:-
MEASURE
ALL ROUND THE HEAD
BETWEEN 53 – 64 cm



GOWN:-
MEASURE
TOP OF THE HEAD
TO THE FLOOR
NOT FROM THE SHOULDER!!!

ORDER FORM AND PRICES FOR BUYING AND HIRING ON REVERSE SIDE

HOUSE OF ROLEEN ORDER FORM AND PRICE LIST:- UFS QWA-QWA CAMPUS

PRICES VALID UNTIL 08 DECEMBER 2017



ORDER REF NO.
(LAST 4 DIGITS OF STUDENT NO)

STUDENT NO.			
SURNAME AND INITIALS			
POSTAL ADDRESS (RSA ONLY)			POSTAL CODE:-
WORK & CELL NO'S (COMPULSORY)			
FACULTY		QUALIFICATION	
MEASUREMENTS	HOW TALL ARE YOU? FROM TOP OF HEAD TO FLOOR - SEE SKETCH GUIDE	CM
	HEAD CIRCUMFERENCE 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63 OR 64 CM	CM
	SHIRT OR DRESS SIZE (to size gown) SMALL, MEDIUM, LARGE, XL, XXL etc	

1:- HIRING OPTION - YOU MUST COMPLETE THE ORDER FORM IN FULL WITH YOUR MEASUREMENTS FOR YOUR HIRING WEAR

HIRING OPTION	N.B. N.B. - RENTAL OPTION – COLLECT HIRED ATTIRE IN L6 NOT LATER THAN 08:00 ON GRADUATION DAY – HIRED ATTIRE MUST BE RETURNED IMMEDIATELY AFTER THE CEREMONY – ALL ORDERS MUST BE PLACED AND CONFIRMED WITH HOUSE OF ROLEEN BEFORE 24 APRIL 2017 FOR HIRING OPTION					
NO.	ITEM	DEPOSIT (REFUNDABLE)	RENTAL FEE	DELIVERY (COMPULSORY)	TICK	GRAND TOTAL
1.1	Full set (gown, cap and shoulder band)	R400-00	R460-00	R140-00		R1 000-00
1.2		R600-00 Ph.D.	R730-00 Ph.D.	R140-00 Ph.D.		R1 470-00

2:- BUYING OPTION – YOU MUST COMPLETE THE ORDER FORM IN FULL WITH YOUR MEASUREMENTS AS PER ABOVE AND BELOW

BUYING OPTION						
NO.	ITEM	QUALIFICATION	PLEASE NOTE	TICK ITEM REQUIRED	AMOUNT PER ITEM	
2.1	GOWNS (GOLD LABEL QUALITY)	DEGREE	Only long sleeved gowns allowed		R1 590-00	
		DIPLOMA	Also allowed to wear a degree gown		R1 490-00	
		DOCTOR'S	Call us beforehand for arrangements		R2 790-00	
2.2	SHOULDER BANDS	CERTIFICATES - ALL			R 260-00	
		DIPLOMAS - ALL			R 290-00	
		i) BACHELOR'S DEGREES B. Admin. / BPL / B. Compt. / B. Econ. B. Acc. / B. Soc. Sc. / B. Soc. Sc. Nursing B. Psychology / B. Sc. Dietetics / B. Arch. B. Sc. (Phys) / B. Occ. Therapy B. Optom. / M.B.Ch.B. B. Med. Sc. (Radiation Science)				R 470-00
		ii) ALL OTHER BACHELOR'S				R 420-00
		iii) HONOUR'S DEGREES As per i) above including B. Adv. Nurs.				R 520-00
		iv) ALL OTHER HONOUR'S				R 470-00
		v) MASTER'S DEGREES				R 510-00
		vi) DOCTOR'S DEGREES			R 740-00	
2.3.	CAP WITH UFS RED TASSEL				R 460-00	
2.4	TASSEL ONLY UFS RED				R 90-00	
2.5	DOCTOR'S HEADWEAR				R1 380-00	
2.6	FULL LENGTH GOWN BAG (OPTIONAL)				R 130-00	
2.7	POSTAGE (COMPULSORY)		ADD to your total items	√	R 250-00	
2.8	POSTAGE Ph.D (COMPULSORY)		ADD to your total items	√	R 350-00	
GRAND TOTAL (inclusive of postage)					R.....	

