

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



# **GRADUATION CEREMONIES JUNE 2017**

**Information regarding all qualifications  
(Excluding Master's and Doctoral Degrees)**



Photo by Martie Venter

## **BLOEMFONTEIN CAMPUS**

# THE UNIVERSITY OF THE FREE STATE

is proud of your academic success and invites you to celebrate your graduation on

<b>Monday 19 June 2017 at 09:00:</b>	<b>Faculty of Education</b> (Excluding education qualifications in Open Distance Learning – South Campus)
<b>Monday 19 June 2017 at 14:30:</b>	<b>Faculty of Health Sciences</b> <b>Faculty of Law</b> (Including the School of Financial Planning Law) <b>Faculty of Theology</b>
<b>Tuesday 20 June 2017 at 09:00:</b>	<b>Faculty of Natural and Agricultural Sciences</b> (All Bachelor's degrees)
<b>Tuesday 20 June 2017 at 14:30:</b>	<b>Faculty of Natural and Agricultural Sciences</b> (All Diplomas and Bachelor Honours Degrees)
<b>Wednesday 21 June 2017 at 09:00:</b>	<b>Faculty of Economic and Management Sciences</b> (All Certificates, Diplomas, Bachelor's degrees and Bachelor Honours degrees, excluding BCom degrees)
<b>Wednesday 21 June 2017 at 14:30:</b>	<b>Faculty of the Humanities</b> (Social Sciences and Communication Sciences only)
<b>Thursday 22 June 2017 at 09:00:</b>	<b>Faculty of Economic and Management Sciences</b> (B Com degrees only)
<b>Thursday 22 June 2017 at 14:30:</b>	<b>Faculty of the Humanities</b> (All qualifications except Social Sciences and Communication Sciences)
<b>Friday 23 June 2017 at 14:30:</b>	<b>Educational Qualifications in Open Distance Learning – South Campus</b>
<b>Monday 26 June 2017 at 09:00:</b>	<b>All Faculties except the Faculty of Natural and Agricultural Sciences</b> (Master's and Doctoral degrees)
<b>Monday 26 June 2017 at 14:30:</b>	<b>Faculty of Natural and Agricultural Sciences</b> (Master's and Doctoral degrees)

**VENUE: Callie Human Hall, Bloemfontein Campus**

**RSVP**

**15 May 2017**

**DRESS CODE**

**Formal, semi-formal or traditional**

### VERY IMPORTANT

It is the personal responsibility of **graduands** and **diplomands** to take cognisance of information as well as to comply strictly with guidelines contained herein.

## CHECKLIST: PREPARATION FOR THE GRADUATION CEREMONY

1. Verify the correct date and time for your particular graduation ceremony. ☐
2. Check your required arrival time at the gathering venue prior to the graduation ceremony ☐
3. Finalise your arrangements for your guests. ☐
4. Complete the **name spelling form** and submit it to the relevant official (even if you are NOT attending the graduation ceremony (this is for the purpose of the certificate and the graduation programme) **ANNEXURE A** ☐
5. Complete the **attendance form** and submit it to the relevant official (even if you are NOT attending the graduation ceremony). **ANNEXURE B** ☐
6. Make the necessary payments for your academic attire and graduation programmes. ☐
7. Ensure that you can provide proof of your **application** and payment **for the rental of academic attire** when you fetch your academic attire. **ANNEXURE C** ☐
8. Complete the required form and make the necessary arrangements with the official photographer, as indicated on the form. **ANNEXURE D** ☐
9. Return the academic attire as soon as possible after the graduation ceremony to the indicated venue. ☐

## Enquiries

For any queries, you may contact the Call Centre at **+27(0) 51 401 9666**.

### 1. GRADUATION CEREMONY

The university trusts that you will be able to attend your graduation ceremony. Your full cooperation is required for the ceremony to proceed as smoothly as possible.

## **1.1 Arrival times**

- 1.1.1 Graduations scheduled for **09:00**: Graduands and Diplomands are requested to report at the gathering venue Van der Merwe Scholtz Hall at **07:30**.
- 1.1.2 Graduation ceremonies scheduled for **14:30**: Graduands and Diplomands are requested to report at the gathering venue Van der Merwe Scholtz Hall at **13:00**.
- 1.1.3 Latecomers will not be allowed access to Callie Human Hall after commencement of the ceremony, but will be directed to the Van der Merwe Scholtz Hall.

## **1.2 Guests**

Each graduating student may invite a maximum of six (6) guests to the ceremony.

Children under the age of six should be strictly monitored.

## **1.3 Please complete the attached attendance form in full and return to:**

Mrs Carina Pretorius, Room 159B, First Floor, George du Toit Administration Building, Bloemfontein Campus, or e-mail it to [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za) or [pretorec@ufs.ac.za](mailto:pretorec@ufs.ac.za) fax it to 086 5255 691.

(Refer to the **Attendance Form** at the end of the brochure, where it is indicated as **ANNEXURE B**)

## **2. CONDUCT DURING CEREMONIES**

### **2.1 Use of alcohol or any intoxicating substances**

The University would like to emphasise that all diplomands, graduands and their guests should refrain from using alcohol or any intoxicating substances before the ceremony. Without exception, diplomands, graduands and guests who come intoxicated will not be allowed to enter the campus. The UFS Protection Services officers will deal with any person not adhering to instructions and orders.

### **2.2 Children**

Children under the age of six should be accompanied by an adult, and must be strictly monitored.

## **3. CERTIFICATES**

### **3.1 Issuing of certificates**

- 3.1.1 Certificates will only be handed to graduating students during the ceremony, immediately after they have crossed the stage.
- 3.1.2 Certificates will only be handed to graduating students who have paid their accounts in full and are in possession of matric exemption certificates.
- 3.1.3 Certificates will not be handed to graduating students before the start of the ceremony or immediately after the ceremony.

### **3.2 Certificates in absentia and collection of certificates**

- 3.2.1 Certificates can be collected either in person, or
- 3.2.2 written authorisation must be given if someone else will collect the certificate on behalf of the student. No certificate will be handed to another person without the written permission of the student. Persons who collect certificates on behalf of students are requested to provide their original identity documents, together with the documents indicated below in (a) to (c).
- 3.2.3 Certificates not collected during the ceremony can be collected from Mrs Carina Pretorius, Room 159B, First Floor, George du Toit Administration Building, Bloemfontein Campus. The following documents are required for collection:
- (a) the student's original identity document or student card
  - (b) financial statement
  - (c) matric exemption certificate (for students who were admitted without matric exemption)
- 3.2.4 Payments must be made according to the instructions in paragraph 3.4 below.

### **3.3 Corrections to certificates**

- 3.3.1 Corrections to certificates can only be made a week after the graduation ceremony.
- 3.3.2 The incorrect original certificate must be handed in at Mrs Pretorius's office at Room 159B, George du Toit Administration Building, Bloemfontein Campus, before the certificate can be corrected.

### **3.4 Mailing of certificates**

- 3.4.1 **IMPORTANT:** In view of the increasing number of qualification certificates that are lost in the post, mailing of certificates is discouraged.
- 3.4.2 Should you require that the certificate be mailed, the following will apply:
- (a) Certificates can be mailed within South Africa at the cost of R170 per certificate, mailed to a postal address only.
  - (b) For speedy delivery, courier delivery is also available at the cost of R325 to street/physical addresses within South Africa.
  - (c) International delivery is only done by courier, and the tariffs may vary. Please contact Mrs C Pretorius at [pretorec@ufs.ac.za](mailto:pretorec@ufs.ac.za) or +2751 401 3016 for a quotation.
- 3.4.3 Payments for the mailing of certificates must be made into the following bank account:

Bank:	Absa Brandwag
Account name:	University of the Free State
Account number:	1570-850-071
Branch code:	630-734
Reference number:	0082, as well as your student number
E-mail proof of payment, address and contact number to <a href="mailto:graduations@ufs.ac.za">graduations@ufs.ac.za</a> or <a href="mailto:pretorec@ufs.ac.za">pretorec@ufs.ac.za</a>	

#### 4. ABSENCE OF GRADUANDS OR DIPLOMANDS DUE TO RELIGIOUS CONVICTIONS

The University of the Free State acknowledges and embraces all religious convictions. As a result, the following provision has been made for diplomands and graduands who, due to their religious convictions, are unable to attend their respective ceremonies:

- 4.1.1 The names of diplomands and graduands are included in their respective faculty graduation programmes.
- 4.1.2 Diplomands and graduands who did not attend their respective graduation ceremonies due to religious convictions may arrange to cross the stage at another graduation day's ceremony for awarding of their qualifications and receipt of their certificates.
- 4.1.3 **IMPORTANT:** Without the necessary logistical arrangements with Mrs C Pretorius ([pretorec@ufs.ac.za](mailto:pretorec@ufs.ac.za)) or [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za) six weeks prior to the ceremony, the arrangements mentioned in 4.1.2 will not be possible.

#### 5. ACADEMIC ATTIRE

The university has a fixed policy on the academic attire that must be worn during official events, such as the graduation ceremonies.

##### 5.1 Rental of academic attire

- 5.1.1 Academic attire for all diplomands and graduands (**excluding Master's and Doctoral graduands**) will be issued at the Provisioning Building located in Rector's Road near the Faculty of Health Sciences between 08:00 and 16:00, strictly according to the schedule indicated below:

Date of graduation ceremony	Details of graduation ceremony	Date of collection of academic attire
19 June 2017	9:00: Faculty of Education	From 12 – 16 June 2017
	14:30: Faculties of Health Sciences, Theology and Law (including Financial Planning Law)	From 12 – 16 June 2017
20 June 2017	9:00: Faculty of Natural and Agricultural Sciences (all Bachelor's degrees) 14:30: Faculty of Natural and Agricultural Sciences (all Diplomas and Bachelor Honours Degrees)	From 12 – 16 June 2017
21 June 2017	9:00: Faculty of Economic and Management Sciences (all certificates, diplomas, Bachelor's Degrees and Bachelor Honours Degrees – excluding BCom degrees) 14:30: Faculty of the Humanities (Social Sciences and Communication Sciences only)	From 12 – 16 June 2017
22 June 2017	9:00: Faculty of Economic and Management Sciences (BCom degrees only) 14:30: Faculty of the Humanities (all qualifications except Social Sciences and Communication Sciences)	From 20 – 21 June 2017
23 June 2017	14:30: Faculty of Education (Open Distance Learning qualifications)	From 20 – 21 June 2017

- 5.1.2 Academic attire will not be mailed or issued before the appointed date. Should you not be able to fetch it yourself, you may ask someone else to collect it on your behalf, provided that you personally accept responsibility for its condition and return.

- 5.1.3 **IMPORTANT:** No arrangements for academic attire can be made on the same day as the graduation ceremony.
- 5.1.4 **PLEASE NOTE:** Dependants of staff members have to pay for academic attire, as it does not form part of the Council Bursary.
- 5.1.5 If you will be present at the graduation ceremony, the required amount for the rental of the gown, hood(s) and mortarboard are described below:
- 5.1.6 The rental fees are R250 for the gown, R105 per hood, R105 for the mortarboard.
- 5.1.8 Payments for the rental of the academic attire can be made at:

Bank:	ABSA Brandwag
Account name:	University of the Free State
Account number:	1570-850-071
Branch code:	630-734

A reference number (0181), as well as your student number, must be indicated clearly on the deposit slip.

- 5.1.9 **IMPORTANT:** For the collection of your academic attire, the application for the rental of academic attire and the proof of payment need to be provided. (Refer to the form at the end of the brochure, where it is indicated as **ANNEXURE C**)

## **5.2 Return of academic attire**

- 5.2.1 The academic attire has to be returned at the following venue and at the following times:

19 until 26 June 2017 (excluding Saturday and Sunday) from 8:00 until 19:00 at Room 10 in the Equitas Building.

- 5.2.2 **IMPORTANT:** To facilitate the return of the academic attire items, you are requested to return the gown, hood(s) and mortarboard to the venue in the timeslot as indicated above. Students will remain fully liable for academic attire until all the items have been received and indicated on the system as being returned.

## **5.3 The official supplier of academic attire, should diplomands and graduands choose to buy their own academic attire, is House of Roleen.**

Specific directives exist for every degree conferred and diploma awarded. The colours of each hood are linked to BCC colour codes. There are directives concerning the composition of the colours and the material, and every degree or diploma hood is approved beforehand by the University Council. Imitations are not acceptable, and students may be refused admission to the ceremony on this basis. Specific directives also exist for gowns and mortarboards.

For further enquiries regarding the colour codes and the buying of academic attire, you may contact House of Roleen, the company contracted by the university as the official supplier of academic attire. They can be contacted at 016 422 3052, or at fax number 016 422 3053.

**VERY IMPORTANT:** HOUSE OF ROLEEN IS NOT AVAILABLE ON CAMPUS ON GRADUATION DAY. IT IS ADVISABLE TO MAKE ARRANGEMENTS FOR YOUR ACADEMIC ATTIRE WELL IN ADVANCE. FOR MORE INFORMATION ON ACADEMIC ATTIRE, KINDLY CONSULT THE INFORMATION LEAFLET AND ORDER FORM ENCLOSED FOR YOUR CONVENIENCE AND INDICATED AS ANNEXURE E.

## **6. OFFICIAL PHOTOGRAPHER**

Gordon Harris Photographic, a firm from Pretoria, is contracted as the official photographer for the diploma and graduation ceremonies of the University of the Free State. The conditions of the contract stipulate that no other photographer may take any photographs of diplomands/graduands for remuneration in the hall and

on campus. Persons employed by the official photographer can be identified by a “Gordon Harris Photographic” nameplate and/or a T-shirt displaying the logo “Gordon Harris Photographic”.

You are therefore cautioned against unauthorised photographers moving around outside the hall and taking photographs, as the university cannot accept any responsibility for their work or any possible financial loss that you may suffer. Please consult the enclosed photographer’s information leaflet carefully.

**IMPORTANT:** PLEASE COMPLETE ATTACHED PHOTOGRAPH FORMS AND HAND IN TO GORDON HARRIS PHOTOGRAPHIC STAFF ON YOUR GRADUATION DAY. **(ANNEXURE D).**

ALL PAYMENTS FOR PHOTOGRAPHS SHOULD NOT BE PAID INTO THE UNIVERSITY ACCOUNT MENTIONED EARLIER. PAYMENTS MUST BE MADE DIRECTLY TO GORDON HARRIS PHOTOGRAPHIC ON THE DAY OF THE CEREMONY.

## **7. THE DIPLOMANDS/GRADUANDS PROCESSION**

- 7.1 Diplomands/graduands must report at the Van der Merwe Scholtz Hall not later than **07:30** for graduation ceremonies that commence at 9:00, and not later than **13:00** for graduation ceremonies that commence at 14:30.
- 7.2 A card with your name and the number of your reserved seat will be handed to you. Please keep the name card with you at all times.
- 7.3 Take your allocated seat immediately after receiving your name card and seat number, so that the diplomands/graduands procession can be constituted in good time.
- 7.4 The diplomands/graduands procession will move to Callie Human Hall in the order indicated in the programme.
- 7.5 Latecomers will not be allowed access to Callie Human Hall after commencement of the ceremony.
- 7.6 PLEASE NOTE:
  - 7.6.1 Take care not to lose your hood during the procession walk to Callie Human Hall.
  - 7.6.2 Students wearing high heels should take into consideration that the diplomands/graduands procession walks for some distance outdoors and indoors, and are advised to exercise caution to prevent falling.

## **8. AWARDING AND CONFERRAL OF QUALIFICATIONS**

### **8.1 Procedure for awarding of diplomas and certificates**

- 8.1.1 Awarding of diplomas and certificates will take place in the order indicated in the programme.
- 8.1.2 Upon arrival of the diplomands/graduands procession in Callie Human Hall, take your seat according to your allocated seat number.
- 8.1.3 When it is your turn to move to the stage, the row controller will signal the row to start walking towards the stage.
- 8.1.4 Kindly proceed in your rows according to the alphabetical order in the programme, and/or the same order in which you took your seat.
- 8.1.5 Place the hood of the qualification that will be draped on you over your left forearm and proceed to the steps on the left-hand side of the stage.



- 8.1.6 At this point, hand your name card to the Dean, who will read out your name.
- 8.1.7 While your name is being read by the Dean, remain standing for your photo to be taken by the official photographer.
- 8.1.8 After your name has been read, move towards the Chancellor, who will shake your hand to congratulate you on your achievement. A second photo is taken at this point.
- 8.1.9 After the Chancellor's handshake, move towards the Registrar and stand in front of the Registrar, facing the assembly. The Registrar will then place your hood over your head. A third photo will be taken here.
- 8.1.10 After this, you are required to exit the stage from the right-hand side, where your certificate will be handed to you, and to return to the seat you occupied before moving to the stage.
- 8.1.11 Kindly refrain from leaving the hall before the conclusion of the proceedings, as this will cause a disturbance.

## **8.2 Degrees**

- 8.2.1 When it is your turn to move to the stage, the row controller will signal the row to start walking towards the stage.
- 8.2.2 Kindly proceed in your rows according to the alphabetical order in the programme, and/or the same order in which you took your seat.
- 8.2.3 Place the hood of the qualification that will be draped on you over your left forearm and proceed to the steps on the left-hand side of the stage.
- 8.2.4 At this point, hand your name card to the Dean, who will read out your name.
- 8.2.5 While your name is being read by the Dean, remain standing for your photo to be taken by the official photographer.
- 8.2.6 After your name has been read, move towards the Chancellor and kneel on the stool placed in front of the Chancellor. The Chancellor will then cap you and shake your hand to congratulate you on your achievement. A second photo is taken at this point.
- 8.2.7 After being capped by the Chancellor, move towards the Registrar and stand in front of the Registrar, facing the assembly. The Registrar will then place your hood over your head. A third photo will be taken here.
- 8.2.8 After this, you are required to exit the stage from the right-hand side, where your certificate will be handed to you, and to return to the seat you occupied before moving to the stage.
- 8.2.9 Kindly refrain from leaving the hall before the conclusion of the proceedings, as this will cause a disturbance.

**IMPORTANT:** This document must be e-mailed to Mrs C Pretorius at pretorec@ufs.ac.za.

## NAME SPELLING FORM

This information needs to be correct to ensure the accuracy of information on the certificates and in the official graduation programmes.

**GRADUATION AND CERTIFICATE/DIPLOMA CEREMONIES: 19 UNTIL 23 JUNE 2017**

**(PLEASE PRINT)**

### A PERSONAL INFORMATION

STUDENT NUMBER: .....

IDENTITY/PASSPORT NUMBER: .....

SURNAME: .....

FULL FIRST NAMES: .....

**IMPORTANT:** PLEASE ATTACH A COPY OF YOUR IDENTITY DOCUMENT OR PASSPORT AND MARRIAGE CERTIFICATE, OR PROOF OF OFFICIAL CHANGE OF NAME.

NAME OF DEGREE NOW CONFERRED .....

NAME OF CERTIFICATE OR DIPLOMA NOW AWARDED .....

I ....., hereby declare that the above information is correct and that my surname and first names are spelt correctly. I also understand that the information I have given above will be included without any change in the graduation/diploma/certificate ceremony programme, should I qualify for a degree/diploma/certificate.

.....  
**SIGNATURE**

.....  
**DATE**

### C PERSONAL INFORMATION IF A CORRECTION HAS TO BE MADE:

E-MAIL ADDRESS: .....

CELL PHONE NUMBER: .....

SURNAME (IF NOW MARRIED): .....



## CONFIRMATION OF GRADUATION CEREMONY ATTENDANCE

Kindly complete your details and return/fax/e-mail the form not later than 15 May 2017.

**FACULTY:** .....

**GRADUATION CEREMONY DATE AND TIME:** .....

**Student number:** .....

**Identity number:** .....

**Surname and full names:** .....  
(Attach a copy of your identity document or passport)

**Qualification to be awarded/conferred:** .....

**Are you or any of your guest(s) physically challenged?** .....

**Describe the nature of the physical impairment:**  
(e.g. wheelchair/crutches, deafness, etc.)

.....

I, .....  
(Surname and full names)

hereby declare that the above information is correct and that my surname and full names are spelt correctly. I also understand that the information given above will be included in the graduation ceremony programme without any change, should I qualify for a degree/diploma/certificate.

I further undertake to obey and comply with the rules, regulations, instructions, orders and guidance as given by officials and Protection Services members, failing which I am liable to exclusion and prosecution.

.....

**SIGNATURE**

.....

**DATE**

**E-MAIL ADDRESS:** .....

**CELL PHONE NUMBER:** .....

When collecting the academic attire, please bring this form and the proof of payment with you.

**STUDENT NUMBER**

[illegible]

\_\_\_\_\_

[illegible]

\_\_\_\_\_

YES		NO	
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Gown		Mortarboard		Number of hoods
YES	NO	YES	NO	

CM

--

CM

R

12

(R250 for a gown, R105 per hood, R105 for a mortarboard)

I WILL ORDER MY OWN ACADEMIC ATTIRE	YES	NO
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CORRESPONDENCE ADDRESS .....

.....

.....

E-mail address: .....Contact No.....

**FOR OFFICE USE ONLY**

**THE FOLLOWING SECTION MUST BE COMPLETED AND SIGNED ON RECEIPT OF THE ACADEMIC ATTIRE**

I accept full responsibility for the gown, hoods and mortarboard.

<b>Gown</b>	<b>Hood</b>	<b>Mortarboard</b>
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To facilitate the return of the academic attire items, you are requested to return the gown, hood(s) and mortarboard to the Provisioning Gown Storeroom after the ceremony. Note that the storeroom will be open for returns only until 19:00. Students will remain fully liable for academic attire until all the items have been received and indicated as returned on the system.

I also undertake that, should I damage the articles, I shall be responsible for the cost thereof at current prices.

<b>Signature:</b>	
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**FOR OFFICE USE ONLY**

**Checked by Student Academic Services**

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Receipt number \_\_\_\_\_ Amount \_\_\_\_\_

Date \_\_\_\_\_ Initials \_\_\_\_\_

Hand Completed Form In With Payment, On The Day Of Your Graduation

### One Letter per Block

## ORDER FORM

[illegible]

# Stage Photographs

<b>COMBO</b> A + B	<b>Prints + High Res Images :</b>	x 3 (20x30cm) Prints x 6 (10x15cm) Prints x 3 High Res Images via email <b>NB</b> No CD and Refunds for HR images	<b>R500</b>	<input type="checkbox"/>
<b>A</b>	<b>High Resolution Images Only :</b>	x 3 High Resolution images supplied via EMAIL <b>NB</b> No CD and Refunds for HR images	<b>R400</b>	<input type="checkbox"/>
<b>B</b>	<b>Photo Prints Only:</b>	x 3 (20x30cm) Prints x 6 (10x15cm) Prints <b>Plus</b> Low Res Email (10 x 15cm 72dpi)	<b>R400</b>	<input type="checkbox"/>

I will Collect <input type="checkbox"/>	REGISTERED MAIL NO EXTRA COST <input type="checkbox"/>	EXTRA <b>R100</b> FOR NATIONAL COURIER <input type="checkbox"/>	EXTRA <b>R50</b> FOR INTERNATIONAL MAIL <input type="checkbox"/>
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<b>CREDIT CARD</b>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<b>AMOUNT PAID</b>	
Last 3 digits on magnetic strip	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	Expiry Date	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>

Must still go through speedpoint:   YES   ☐   NO   ☐

ALL ORDERS TAKE +/- 30 WORKING DAYS TO COMPLETE

Signature \_\_\_\_\_ (Signature binds you to this order)

# Hand Completed Form In With Payment, On The Day Of Your Graduation

One Letter per Block

Student's Name																																						
Student's Surname																																						
Postal Address or Physical Address if Couriered																																						
ID Number														Postal Code																								
Daytime Contact no														Cell Phone																								
Email																																						
Graduation Date			/			/	2		0																		Graduation Time			:								
University / Institute																																						

# Family Photographs

2 OR MORE PHOTOGRAPHS ARE TAKEN  
OF EACH SELECTED POSE.  
THE BEST PHOTOGRAPH WILL BE USED

	A4 PHOTO OPTIONS		A3 PHOTO OPTIONS		Digital	TOTAL VALUE
	COMBO A4 + High Res email Image <b>R150</b>	A4 Print only <b>R100</b>	COMBO A3 + High Res email Image <b>R200</b>	A3 Print only <b>R150</b>	Digital images Only sent via email <b>R100</b>	
Student only pose						
Student & Mother pose						
Student & Father pose						
Student & Husband/Wife/Partner pose						
Student & Parents pose						
Student & Grandparents pose						
Student & Family pose						
Student & Brothers / Sisters pose						

## "UP-SIZE"

Receive Low Resolution Images of all family photographs via email  
10 x 15cm @ 72 dpi (Suitable for Social Media use Only)

@ R50

I will Collect <input type="checkbox"/>	REGISTERED MAIL NO EXTRA COST <input type="checkbox"/>	EXTRA R100 FOR NATIONAL COURIER <input type="checkbox"/>	EXTRA R50 FOR INTERNATIONAL MAIL <input type="checkbox"/>
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CREDIT CARD																	AMOUNT PAID						
Last 3 digits on magnetic strip																	Expiry Date						

Must still go through speedpoint: YES ☐ NO ☐

ALL ORDERS TAKE +/-30 WORKING DAYS TO COMPLETE

RECEIVED BY

Receipt no

Signature \_\_\_\_\_ (Signature binds you to this order)



GORDON HARRIS  
PHOTOGRAPHIC

Tel 012 430 3725 | Fax 012 430 4300 | 1337 Stanza Bopape Street, Hatfield, Pretoria, 0083



**HOUSE OF ROLEEN PRICE LIST:- UNIVERSITY OF THE FREE STATE****PRICES:- VALID UNTIL 08 DECEMBER 2017**

<b>GOWNS:-</b>	<b>DEGREE GOWN – GOLD LABEL SUPERIOR QUALITY</b>	<b>R1 590-00</b>
	<b>DIPLOMA GOWN – YOU ARE ALSO ALLOWED TO WEAR A DEGREE GOWN</b>	<b>R1 490-00</b>
	<b>DOCTOR'S – GOLD LABEL SUPERIOR QUALITY – <u>PHONE BEFOREHAND</u></b>	<b>R2 790-00</b>
<b>HOOD:-</b>	<b>CERTIFICATES - ALL</b>	<b>R 260-00</b>
	<b>DIPLOMAS – ALL</b>	<b>R 290-00</b>
	<b>BACHELOR'S DEGREES</b>	
	i) <b>B.Admin. / BPL / B. Compt. / B. Econ.</b>	<b>R 470-00</b>
	<b>B. Acc. / B. Soc. Sc. / B. Soc. Sc. Nursing</b>	
	<b>B. Psychology / B. Sc. (Dietetics) / B. Sc. (Phys)</b>	
	<b>B. Occ. Therapy / B. Optom. / B. Arch.</b>	
	<b>M.B.Ch.B. / B. Med. Sc. (Radiation Science)</b>	
	ii) <b>ALL OTHER BACHELOR'S DEGREES</b>	<b>R 420-00</b>
	<b>HONOUR'S DEGREES</b>	
	<b>AS PER i) ABOVE INCLUDING B. Adv. Nurs.</b>	<b>R 520-00</b>
	<b>ALL OTHER HONOUR'S DEGREES</b>	<b>R 470-00</b>
	<b>MASTER'S DEGREE</b>	<b>R 510-00</b>
	<b>DOCTOR'S DEGREE</b>	<b>R 740-00</b>
	<b>MORTARBOARD WITH UFS RED TASSEL (CAP – HEADWEAR)</b>	<b>R 460-00</b>
	<b>TASSEL ONLY:- UFS RED</b>	<b>R 90-00</b>
	<b>DOCTOR'S HEADWEAR:-</b>	<b>R1 380-00</b>
	<b>OPTIONAL:- FULL LENGTH GOWN BAG</b>	<b>R 130-00</b>
	<b>POSTAGE COMPULSORY – <u>ADD R250-00 TO YOUR TOTAL REQUIREMENTS</u></b>	<b>R 250-00</b>
	<b>OBTAIN YOUR PARCEL AFTER 2 DAYS FROM YOUR POST OFFICE WITH YOUR SMS TRACKING NUMBER</b>	
	<b>POSTAGE DOCTORATE SETS ONLY</b>	<b>R 350-00</b>

**→ BANK DETAIL FOR BUYING ONLY**

HOUSE OF ROLEEN  
 ABSA BANK  
 ACC N°:- 101-6270-144  
 BRANCH:- VEREENIGING  
 CODE:- 630137  
 SWIFT CODE:- ABSAZAJJ

**STREET ADDRESS:**

HOUSE OF ROLEEN  
 MERRIMAN BUILDING  
 MERRIMAN AVENUE  
 VEREENIGING – CENTRE OF TOWN  
 TEL N°:- 016-422-3052  
**→ FAX N°:- 016-422-3053**

**OFFICE HOURS:-** MON TO FRI : 09H00 – 16H30  
 SATURDAYS : 09H00 – 11H30  
 SUNDAYS : CLOSED  
**CLOSED 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 CLOSING 8 DECEMBER 2017

**HOUSE OF ROLEEN - ORDER FORM UFS BLM**

**→ → ORDER REF N°** .....  
 (LAST 4 DIGITS OF STUDENT N°)

WHEN BUYING YOUR ATTIRE, PLEASE COMPLETE IN FULL:- STUDENT N°:- .....

**PERSONAL DETAIL** : INITIALS:- ..... SURNAME:- .....

**POSTAL ADDRESS (ONLY R S A)** : .....

: ..... **CODE:** .....

**CELLPHONE N° (COMPULSORY)** : ..... **OR** .....

**FACULTY AND QUALIFICATION** : .....

**COMPLETE YOUR REQUIREMENTS:-**

**GOWN:- DEGREE/DIPLOMA** ..... : **R** .....

**HOOD:- QUALIFICATION** ..... : **R** .....