

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



GRADUATION CEREMONY

7 DECEMBER 2017

(Information regarding Master's and Doctoral Degrees)



BLOEMFONTEIN CAMPUS

THE UNIVERSITY OF THE FREE STATE

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

Thursday 7 December 2017 at 14:30: All Faculties – Master’s and Doctoral Degrees

VENUE: Callie Human Hall, Bloemfontein Campus

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 change 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

Enquiries can be directed to graduations@ufs.ac.za or +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 are requested to report at the gathering venue Examinations Rooms, next to the Callie Human Hall at **07:30**.
- 1.1.2 Graduation ceremonies scheduled for **14:30**: Graduands are requested to report at the gathering venue Examinations Rooms, next to the Callie Human 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 Examinations Rooms, next to the Callie Human Hall.

1.2 Guests

Each graduating student may invite a maximum of eight (8) 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:

Level 1, North Wing, George du Toit Administration Building, Bloemfontein Campus, or e-mail it to graduations@ufs.ac.za

(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.
- 3.1.4 Arrangements to collect certificates must be made at +27(0)51 401 9666 or e-mailed to graduations@ufs.ac.za

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 Arrangements can be made to collect certificates not collected during the ceremony at Level 1, North Wing, 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 done according to the instructions in paragraph 3.4 below.

3.3 General enquiries regarding certificates

Any other enquiries can be made at Level 1, North Wing, George du Toit Administration Building, Bloemfontein Campus.

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 send an e-mail to graduations@ufs.ac.za or call +2751 401 9666 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 graduations@ufs.ac.za

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 mailed to graduations@ufs.ac.za four (4) 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 (**including 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 |
|-----------------------------|--|---------------------------------------|
| 7 December 2017 | 14:30: All Faculties – Master's and Doctoral Degrees | 27 November until 1 December 2017 |

Contact Ms Maggie Tsolo regarding the rental of academic attire at +2751 401 3012, or 9525.

- 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:** Dependents 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 mortar board, are described below.
- 5.1.6 The rental fees are R250 for the gown, R105 per hood, R105 for the mortar board.

5.1.7 Payments in respect of the rental for 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.

5.1.8 **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:

7 and 8 December 2017 from 8:00 until 19:00 at the **Examination Rooms**.

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 mortar boards.

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 WHERE IT IS 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.

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 Examination Rooms not later than **13:00** for the graduation ceremony that commences 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 graduations@ufs.ac.za

NAME CHANGE FORM

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

GRADUATION AND CERTIFICATE/DIPLOMA CEREMONIES: 20 OCTOBER 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 CORRECTION HAS TO BE MADE:

E-MAIL ADDRESS:

CELLPHONE NUMBER:

SURNAME (IF NOW MARRIED):

UNIVERSITY OF THE
FREE STATE
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VRYSTAAT
YUNIVESITHI YA
FREISTATA



CONFIRMATION OF GRADUATION CEREMONY ATTENDANCE

Kindly complete your details and return/email the form not later than 20 November 2017

FACULTY:

GRADUATION CEREMONY DATE AND TIME:

Student number:

Identity number:

Surname & full names:

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:

APPLICATION FOR RENTAL OF ACADEMIC ATTIRE

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

GRADUATION CEREMONY ON 7 DECEMBER 2017

STUDENT NUMBER

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

SURNAME(as on your valid identification document)

| |
|--|
| |
|--|

FIRST NAMES (as on valid identification document)

| |
|--|
| |
|--|

ID NUMBER/PASSPORT NUMBER

Please attach a copy of ID or passport

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

QUALIFICATION NOW AWARDED/CONFERRED

(e.g. Dipl, BA, BA Hons, etc.)

| |
|--|
| |
|--|

WILL YOU ATTEND THE CEREMONY?

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

IF YOU WILL ATTEND THE CEREMONY,
STATE THE ACADEMIC ATTIRE REQUIRED

| Gown | | Mortar boards | | Number of hoods |
|------|----|---------------|----|-----------------|
| YES | NO | YES | NO | |
| | | | | |

GOWN (Indicate gown length: from shoulder to plus-minus 25 cm from the floor.)

| | |
|--|-----------|
| | CM |
|--|-----------|

HOODS (State Dipl, BA, BAHons, etc. – only in respect of degrees/diplomas obtained at the UFS.)

| |
|--|
| |
|--|

MORTAR BOARD

Indicate circumference of head in centimeters

| | |
|--|-----------|
| | CM |
|--|-----------|

AMOUNT PAID

Dependents of personnel also have to pay

| | |
|---|--|
| R | |
|---|--|

OR PERSONNEL NUMBER

| |
|--|
| |
|--|

(R250 for a gown, R105 per hood, R105 for a mortar board)

| | | |
|--|------------|-----------|
| I WILL ORDER MY OWN ACADEMIC ATTIRE | YES | NO |
|--|------------|-----------|

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 mortar board.

| | | |
|-------------|-------------|--------------------|
| Gown | Hood | Mortarboard |
|-------------|-------------|--------------------|

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.

| | |
|-------------------|--|
| Signature: | |
|-------------------|--|

FOR OFFICE USE ONLY

Checked by Student Academic Services

| |
|--|
| |
|--|

Receipt number _____ **Amount** _____

Date _____ **Initials** _____

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

One Letter per Block

ORDER FORM

| | |
|---|-----------------|
| Student's Name | |
| Student's Surname | |
| Postal Address or Physical Address if Couriered | |
| | |
| | |
| | |
| ID Number | |
| | Postal Code |
| Daytime Contact no | Cell Phone |
| Email | |
| University / Institute | |
| Graduation Date | Graduation Time |
| Identification Describe clothes worn on stage (Not the Gown) | |
| | |
| | |

Stage Photographs

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

| | | | |
|---|--|--|---|
| 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"/> |
|---|--|--|---|

| | | | |
|--|--|--------------------------------------|------------------------------------|
| CREDIT CARD | | AMOUNT PAID | |
| Last 3 digits on magnetic strip | | Expiry Date | |
| Must still go through speedpoint: YES <input type="checkbox"/> NO <input type="checkbox"/> | | EFT <input type="checkbox"/> | Cash <input type="checkbox"/> |
| | | Credit Card <input type="checkbox"/> | Snap Scan <input type="checkbox"/> |

ALL ORDERS TAKE +/- 30 WORKING DAYS TO COMPLETE

RECEIVED BY

Receipt no

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 | | | / | | | / | 20 | | 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 R150 | A4 Print only R100 | COMBO A3 + High Res email Image R200 | A3 Print only R150 | Digital images Only sent via email R100 | |
| 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"/> |
|---|---|---|--|

| | | |
|---|-------------|--|
| CREDIT CARD | AMOUNT PAID | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> Last 3 digits on magnetic strip <input type="text"/> </div> <div style="width: 40%;"> Expiry Date <input type="text"/> </div> </div> | | |

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)

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

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

→ 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

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

→ FAX N°:- 016-422-3053

SHOP CLOSSES 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**

MORTARBOARD:- (CAP) WITH UFS RED TASSEL : **R**

OPTIONAL:- IMPORTED FULL LENGTH GOWN BAG : **R**

POSTAGE COMPULSORY – ADD R250-00 TO YOUR TOTAL REQUIREMENTS : **ADD R ...250-00.....**

TOTAL : **R**

MEASUREMENTS REQUIRED WHEN BUYING A GOWN OR MORTARBOARD:-

1) **HOW TALL** ARE YOU – FROM **TOP OF THE HEAD TO FLOOR** - *SEE SKETCH GUIDE* :CM

2) **CIRCUMFERENCE OF THE HEAD:-** 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63 OR 64 CM :CM

3) **SHIRT OR DRESS SIZE** e.g. *SMALL, MEDIUM, LARGE, XL, XXL etc TO SIZE YOUR GOWN* :

N.B. DIPLOMANDI ARE ALLOWED TO WEAR A DEGREE GOWN ON STAGE.



HOUSE OF ROLEEN

Merriman Building • Merriman Ave. • VEREENIGING • P O Box 2766 • VEREENIGING 1930 • Tel: (016) 422-3052 • Fax: (016) 422-3053

UNIVERSITY OF THE FREE STATE

GRADUATION DECEMBER 2017

DEAR GRADUAND / DIPLOMAND

HEREWITH SOME INFORMATION AS TO THE GRADUATION DRESS REQUIREMENTS SET BY THE UNIVERSITY FOR GRADUATION CEREMONIES WITH THE RELEVANT ORDER FORM.

HIRING THE ATTIRE:- CAN **ONLY** BE ARRANGED DIRECTLY WITH THE UNIVERSITY.

BUYING THE ATTIRE:- HOUSE OF ROLEEN HAS BEEN APPOINTED AS THE **ONLY** OFFICIAL SUPPLIER OF THE ACADEMIC REGALIA, AS THEY STRICTLY COMPLY TO THE DRESS CODE AS SET BY THE UNIVERSITY FOR THE INDIVIDUAL FACULTY AND QUALIFICATION ACCORDING TO THE BCC COLOUR CODES.

DRESS REQUIREMENTS:-

- DEGREE:- BLACK GOWN WITH LONG CLOSED SLEEVES AND ELBOW LENGTH OPEN SLIT
- DIPLOMA:- BLACK DIPLOMA GOWN WITH ROUND SLEEVES UP TO THE WRIST OR DEGREE GOWN
- HOOD:- (SHOULDER BAND) - AS PER YOUR FACULTY AND QUALIFICATION
- MORTARBOARD:- (CAP – HEADWEAR) - BLACK MORTARBOARD WITH UFS RED TASSEL
- OPTIONAL:- FULL LENGTH GOWN BAG

N.B. NO HOMEMADE ATTIRE OR IMITATIONS WILL BE ALLOWED ON GRADUATION DAY.

THE HOUSE OF ROLEEN ACADEMIC REGALIA IS BEING MANUFACTURED WITH MANY YEARS OF EXPERIENCE AND SUPPLIED TO YOU DIRECTLY AT FACTORY PRICES.
TOP OF THE RANGE - GOLD LABEL QUALITY !!

BUT THAT'S NOT ALL.....

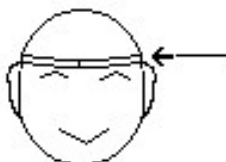
YOU COLLECT YOUR ATTIRE AFTER 3 DAYS AT YOUR POST OFFICE **OR....**
VISIT THE FACTORY SHOP IN VEREENIGING AND IMMEDIATELY TAKE ALONG YOUR FULL ATTIRE EVEN ON THE DAY OF THE GRADUATION – WE HAVE AMPLE STOCK OF EVERYTHING.

N.B. **NO ATTIRE WILL BE SOLD AT THE VENUE – MAKE YOUR BUYING ARRANGEMENTS WELL IN ADVANCE WITH HOUSE OF ROLEEN**

PROCEDURE FOR BUYING (IF TO BE POSTED)

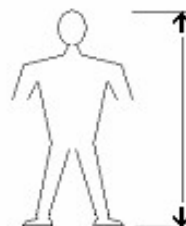
- 1) COMPLETE THE ORDER FORM ON THE REVERSE SIDE IN FULL WITH YOUR REQUIREMENTS
- 2) PLEASE SUPPLY CORRECT MEASUREMENTS - SEE GUIDE BELOW
- 3) PAY THE FULL AMOUNT IN **CASH ONLY** INTO HOUSE OF ROLEEN ABSA BANK ACCOUNT
- 4) WRITE YOUR ORDER REF N° (LAST 4 DIGITS OF STUDENT N°) ON THE BANK DEPOSIT SLIP
- 5) FAX BOTH YOUR FULLY COMPLETED ORDER FORM AND BANK DEPOSIT SLIP TO HOUSE OF ROLEEN
- 6) YOU WILL RECEIVE A **SMS** ON YOUR CELLPHONE WITH YOUR TRACKING NUMBER - TAKE THIS NUMBER TO YOUR POST OFFICE **TO COLLECT YOUR PARCEL AFTER 3 DAYS FROM YOUR POST OFFICE**

PHONE US IF **NOT RECEIVED** AFTER **5** DAYS.



MORTARBOARD SIZE:-

MEASURE:
ALL ROUND THE HEAD
BETWEEN 53 – 64 cm



GOWN
MEASURE

TOP OF THE HEAD
TO THE FLOOR
NOT FROM THE SHOULDER !!!

CROWN YOUR SUCCESS WITH SUPERIOR - GOLD LABEL - QUALITY !!!

HOUSE OF ROLEEN GUARANTEE:-

YOU CAN NOT BETTER THE HOUSE OF ROLEEN GOLD LABEL QUALITY

ORDER FORM ON REVERSE SIDE