



# Graduation Ceremonies

June 2018

Bloemfontein Campus

T: 27 51 401 9111 | E: [info@ufs.ac.za](mailto:info@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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*Inspiring excellence. Transforming lives.  
Inspireer uitnemendheid. Verander lewens.*

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





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# 1. JUNE GRADUATION DATES

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## Wednesday 27 June 2018

09:00: School of Financial Planning Law (*All qualifications*)

## Thursday 28 June 2018

09:00: Faculties of Economic and Management Sciences, Education, Health Sciences, the Humanities, Law, and Theology and Religion (*All Master's and Doctoral degrees*)

14:30: Faculty of Natural and Agricultural Sciences (*All Master's and Doctoral degrees*)

## Venue

Callie Human Hall, Bloemfontein Campus

## Dress code

Semiformal or Cultural



## 2. GRADUATION CHECKLIST: PREPARING FOR THE CEREMONY

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### 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 that your qualification has been awarded
2. Verify the correct date and time for your graduation ceremony
3. Check your required arrival time at the gathering venue (EXR)
4. Finalise your arrangements for your guests
5. Complete and submit **Attendance Form** (Appendix A) and **Name Form** (Appendix B) to [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za) by **8 JUNE 2018**
6. Where applicable, complete and submit Request to Cross the Stage Form (Appendix C) to [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za) by **8 JUNE 2018**
7. Complete and submit **Rental of Academic Attire Form** (Appendix D)
8. If purchasing, complete and submit **Purchasing Academic Attire/House of Roleen Forms** (Appendix E)
9. Take a copy of your **Rental of Academic Attire Form** and proof of payment along when collecting academic attire
10. Complete **Photographer Form** (Appendix F) and make arrangements as per form

### Enquiries

Enquiries can be directed to [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za) or +27 51 401 9666

## 3. THE GRADUATION CEREMONY

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### 3.1. BEFORE THE CEREMONY

#### 3.1.1. Attendance

- i. Please complete the **Attendance and Name Form** (Appendix A) and return it to [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za) by **15 JUNE 2018** with “*Graduations: Attendance Form*” in the subject line.

#### 3.1.2. Arrival Times

- i. All candidates are requested to report at the gathering venue, **H van der Merwe Scholtz Hall (HMS)**, 1 hour and 30 minutes prior to each ceremony.
- ii. On arrival at **HMS**, candidates must already be in possession of their hired academic attire for the ceremony (**see section six**).
- iii. Latecomers will not be allowed access to the Callie Human Hall after commencement of the ceremony.

#### 3.1.3. Guests

- i. Each graduating student may invite a **maximum of four (4)** guests to the ceremony.

#### 3.1.4. Children

- i. Children under the age of six should be accompanied by an adult and be strictly monitored to prevent disturbances to the programme.
- ii. Special seats are allocated towards the back of the venue for parents with children. Please utilise these seats.

#### 3.1.5. The Procession

- i. Candidates must report at the gathering venue, **H van der Merwe Scholtz Hall (HMS)**, no later than **07:30** for **09:00** ceremonies and no later than **13:00** for **14:30** ceremonies.
- ii. At the venue, you will be given a card with your name and seat number. Take your seat immediately after receiving this card so that the procession can be constituted in time. ***Please keep your name card with you at all times.***
- iii. The procession will move to the Callie Human Hall in the order indicated in the programme.

#### PLEASE NOTE:

- i. *Latecomers will not be allowed access to the Callie Human Hall after commencement of the ceremony.*
- ii. *Take care not to lose your hood or name card during the procession walk to the Callie Human Hall.*
- iii. *Students wearing high heels should note that the walk between the gathering and ceremony venues is quite some distance. You are advised to wear comfortable shoes and exercise caution to prevent falling.*

## 3.2. DURING THE CEREMONY

### 3.2.1. Use of Alcohol or Intoxicating Substances

- i. 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. Intoxicated individuals will not be allowed to enter the venue.
- ii. All alcohol and intoxicating substances are strictly prohibited from entering the gathering or ceremony venues.
- iii. The UFS Protection Services will deal with any individual not adhering to instructions or creating disorder.

### 3.2.2. Procedure for the Awarding of Diplomas and Certificates

- i. Awarding of diplomas and certificates will take place in the order indicated in the programme.
- ii. Once the procession has arrived in the Callie Human Hall, take your seat according to your allocated seat number.
- iii. When it is your turn to move to the stage, the official who controls the rows will give the signal for movement towards the stage. ***Proceed according to the alphabetical order in the programme and/or the order in which you took your seat.***
- iv. Place your hood over your left forearm and proceed to the ramp located on the left-hand side of the stage. Your name card and hood will be checked by officials located on the ramp.
- v. Once you reach the top of the ramp, stand on the marker, hand your name card to the Dean/Acting Dean who will read out your name. Remain standing on the marker for your first photo while your name is being read.
- vi. After your name has been read, move towards the Chancellor who will shake your hand to congratulate you on your achievement. Your second photo will be taken at this point.

- vii. After the Chancellor's handshake, take your place on the box in front of the Registrar, facing the assembly. The Registrar will then place your hood over your head, and your third photo will be taken here.
- viii. After this, you are required to exit the stage from the right-hand side and approach the first table where your certificate will be handed to you. Return to your allocated seat after receiving your certificate.
- ix. We strive to conduct the ceremonies in a dignified manner. Kindly refrain from leaving the hall before the conclusion of the proceedings.

### 3.2.3. Procedure for the Conferral of Degrees

- i. Conferral of Master's and Doctoral degrees will take place in the order indicated in the programme.
- ii. Once the procession has arrived in the Callie Human Hall, take your seat according to your allocated seat number.
- iii. When it is your turn to move to the stage, the official controlling the rows will give the signal for movement towards the stage. ***Proceed according to the alphabetical order in the programme and/or the order in which you took your seat.***
- iv. Place your hood over your left forearm and proceed to the ramp located on the left-hand side of the stage. Your name cards and hoods will be checked by officials located on the ramp.
- v. Once you reach the top of the ramp, stand on the marker hand your name card to the Dean/Acting Dean who will read out your details. Remain standing on the marker for your first photo while your name is being read.
- vi. For Doctoral Degrees, a Student Academic Services official will be seated next to the candidate and his/her promoter. The official will indicate when doctoral candidates should proceed to the stage for the reading of the appraisal.
- vii. After your name has been read move towards the Chancellor and kneel on the stool in front of him. The Chancellor will then cap you and shake your hand to congratulate you on your achievement. Your second photo will be taken at this point.
- viii. After being capped by the Chancellor, take your place on the box in front of the Registrar facing the assembly. The Registrar will then place your hood over your head and your third photo will be taken here.
- ix. After this, you are required to exit the stage from the right-hand side and approach the first table where your certificate will be handed to you. Return to your allocated seat after receiving your certificate.
- x. We strive to conduct the ceremonies in a dignified manner. Kindly refrain from leaving the hall before the conclusion of the proceedings.



### 3.3. AFTER THE CEREMONY

#### 3.3.1. Returning Academic Attire

- i. Academic attire must be returned after the respective ceremonies held from **27 to 29 June 2018**. Please refer to section six.
- ii. Academic attire must be returned to the Examination Rooms (EXR4) next to the Callie Human Hall strictly between 08:00 and 19:00.
- iii. You will remain fully liable for academic attire until all items have been returned and captured on our system.





## 4. ISSUING OF CERTIFICATES

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### 4.1. ISSUING OF CERTIFICATES DURING THE CEREMONY

- i. Certificates will only be issued to candidates during the ceremony, immediately after crossing the stage.
- ii. Certificates will NOT be issued before the ceremony or immediately after the ceremony.
- iii. Certificates will only be issued to candidates who have paid their accounts in full and are in possession of matric exemption certificates.

### 4.2. COLLECTION OF CERTIFICATES AND AWARDING IN ABSENTIA

- i. Candidates who are unable to attend the ceremony may arrange for their certificates to be awarded or conferred in absentia, opting to collect their certificates or have it mailed.
- ii. Certificates must be collected in person, accompanied by the following:
  - 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)
- iii. Should someone other than the candidate collect certificates, he or she must provide written authorisation from the candidate, and will be expected to produce his or her original identity document together with the documents indicated above.
- iv. Arrangements to collect certificates must be made at +27 51 401 9666 or emailed to [certification@ufs.ac.za](mailto:certification@ufs.ac.za)



### 4.3. MAILING OF CERTIFICATES

- i. Certificates can be mailed within South Africa at a cost of R170 per certificate through the South African Postal Service or at a cost of R325 through a courier service. Please note: we do not mail certificates to mailboxes.
- ii. Certificates can be mailed internationally. Please email [certification@ufs.ac.za](mailto:certification@ufs.ac.za) for a quotation.
- iii. Payments for the mailing of certificates must be made into the following bank account:

BANK	ABSA
BRANCH	Brandwag
ACCOUNT NAME	University of the Free State
ACCOUNT NUMBER	1570-850-071
BRANCH CODE	630-734
REFERENCE NUMBER	(0082) followed by your student number

Please email proof of payment,  
your address, and contact number  
to [certification@ufs.ac.za](mailto:certification@ufs.ac.za)

#### PLEASE NOTE

*In view of the increasing number of qualification certificates that are lost in the post, mailing of certificates is discouraged.*



## 5. DEFERRAL OF THE AWARDING OF A QUALIFICATION

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### 5.1. ABSENCE OF CANDIDATES AT GRADUATION CEREMONIES

#### 5.1.1. Inclusion in Graduation Programmes

- i. The names of candidates who are unable to attend their graduation ceremonies will be included in their respective faculty graduation programmes.

#### 5.1.2. Requests to Cross the Stage

- i. Candidates who qualify for the awarding of qualifications, but who are unable to attend their respective graduation ceremonies, may request to cross the stage at a later ceremony.
- ii. Requests to cross the stage, must be sent to [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za) by **15 JUNE 2018**, with “Graduations: Request to Cross the Stage” in the subject line and the completed form in **APPENDIX B** attached. **Requests received after this will be considered for December 2018 graduations.**





## 6. ACADEMIC ATTIRE

### 6.1. RENTING OF ACADEMIC ATTIRE

- i. The University has a fixed policy on the academic attire that must be worn during official events, including graduation ceremonies. All candidates receiving certificates, diplomas or degrees are required to wear the prescribed academic attire.
- ii. No arrangements for academic attire can be made on the same day as the graduation ceremony.
- iii. Academic attire will not be mailed or issued before the appointed date.
- iv. Should you be unable to collect your attire, you may send a representative, but you will remain personally liable for the attire.
  - a. In order to collect your academic attire, you must produce your completed application for the **Rental of Academic Attire Form** in **APPENDIX C**, proof of payment, and your identity document.
- v. *Dependants of staff members have to pay for academic attire, as it does not form part of the Council Bursary.*

#### 6.1.1 Cost of Academic Attire Rental

Item description:	Cost:
Gown	R250
Hood	R105 per hood
Mortarboard	R105

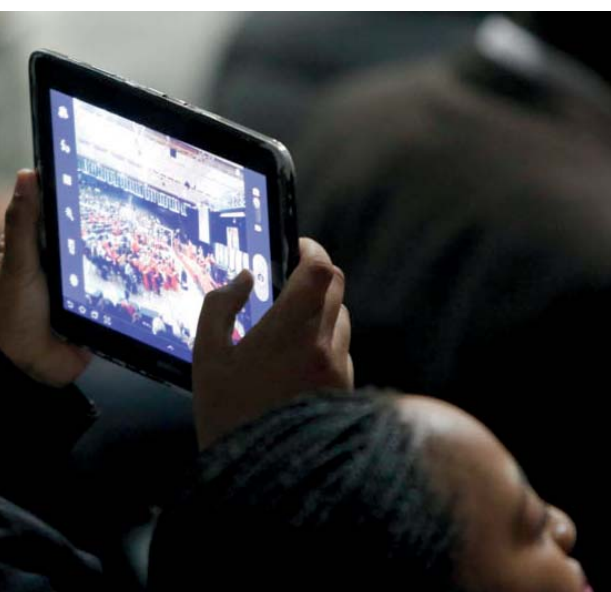
- i. Payments can be made at the UFS Cashier Office, next to the ABSA Bank located on the Thakaneng Bridge, using entity number 1 493 08543 0181. Please use your student number only as a reference if opting for this payment method.
- ii. Payments for the rental of the academic attire can also be made using the banking details below:

BANK	ABSA
BRANCH	Brandwag
ACCOUNT NAME	University of the Free State
ACCOUNT NUMBER	1570-850-071
BRANCH CODE	630-734
REFERENCE NUMBER	(0181) followed by your student number











## 6.1.2 Collection of Rental Academic Attire

- i. Academic attire for all candidates will be issued at the ***Provisioning Building, located in Rector's Road near the Faculty of Health Sciences***. Collection times for academic attire are specified below:

CEREMONY	TIME	FACULTY	COLLECTION DATE	RETURN DATE
WED 27 JUNE 2018	09:00	School of Financial Planning Law (All qualifications)	18 – 19 JUNE 2018	27 JUNE 2018
	14:30	South Campus: School of Open and Distance Learning (All certificates)		
THURS 28 JUNE 2018	09:00	Faculties of Economic and Management Sciences, Education, Health Sciences, the Humanities, Law and Theology and Religion (All Master's and Doctoral degrees).	20 – 21 JUNE 2018	28 JUNE 2018
	14:30	Faculty of Natural and Agricultural Sciences (All Master's and Doctoral degrees).		
FRI 29 JUNE 2018	09:00			
	14:30	South Campus: School of Open and Distance Learning (All diplomas)	22 & 25 JUNE 2018	29 JUNE 2018

## 6.1.3 Returning Academic Attire

- i. Academic attire must be returned after the respective ceremonies held from **27 to 29 June 2018**.
- ii. Academic attire must be returned to the Examination Rooms (EXR4) next to the Callie Human Hall strictly between 08:00 and 19:00.
- iii. You will remain fully liable for academic attire until all items have been returned and captured on our system.



## 6.2 PURCHASING OF ACADEMIC ATTIRE

- i. Should candidates opt to purchase academic attire, the University of the Free State has appointed **House of Roleen, 9 Merriman Ave, Vereeniging 1939**, as the official supplier.
- ii. The University has a fixed policy on the academic attire that must be worn for each degree conferred and diploma awarded during graduation ceremonies, with the colour of each hood linked to BCC colour codes. This policy concerning the composition of the colours and the material, as well as each 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.
- iii. Please complete the **Purchasing of Academic Attire Forms** from House of Roleen in **APPENDIX E**
- iv. **House of Roleen will not be available on campus on Graduation Day. Please make arrangements in advance.**

## 6.3 CONTACT DETAILS

- i. For enquiries regarding the rental of academic attire, contact **051 401 3012/ 9525/9592** or email **fimt@ufs.ac.za**
- ii. For further enquiries regarding the colour codes and purchasing of academic attire, contact **House of Roleen** on **016 422 3052**.



## 7 OFFICIAL PHOTOGRAPHER

- i. Gordon Harris Photographic is contracted as the official photographer for graduation ceremonies at the University of the Free State.
- ii. 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”.
- iii. 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.
- iv. You are therefore cautioned against unauthorised photographers, 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.
- v. Please complete Photography Forms (APPENDIX F) and hand in to Gordon Harris Photographic staff on your graduation day.

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.





## 8 APPENDICES

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### 8.1 APPENDIX A: ATTENDANCE AND NAME FORM

#### ATTENDANCE AND NAME FORM

##### A PERSONAL INFORMATION

Full names: .....

Surname: .....

Identity/passport number: .....

Student number: .....

Email address: .....

Cellphone number: .....

##### B QUALIFICATION DETAILS

Qualification to be obtained: .....

Faculty: .....

Graduation ceremony date and time: .....

##### C SPECIAL NEEDS

Do you have a disability?: .....

Do any of your guest(s) have a disability?: .....

Describe the nature of the disability: .....

##### D NAME CHANGE (IF APPLICABLE)

Full names after name change: .....

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.

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

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Signature

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Date

COMPLETED FORM MUST BE SUBMITTED TO GRADUATIONS@UFS.AC.ZA  
NO LATER THAN 8 JUNE 2018.

FOR NAME CHANGES THE COMPLETED FORM MUST BE SUBMITTED WITH A COPY OF YOUR  
IDENTITY DOCUMENT AND MARRIAGE/DIVORCE DECREE OR PROOF OF OFFICIAL CHANGE  
OF NAME TO GRADUATIONS@UFS.AC.ZA. NAME CHANGES MUST BE SUBMITTED  
NO LATER THAN 8 JUNE 2018.



## 8.2 APPENDIX B: REQUEST TO CROSS THE STAGE FORM

### DEFERRAL: REQUEST TO CROSS THE STAGE FORM

#### A PERSONAL INFORMATION

Name: .....

Surname: .....

Identity/passport number: .....

Student number: .....

#### B CONTACT DETAILS

Email address: .....

Cellphone number: .....

#### C REQUEST DETAILS

Name of qualification to be conferred: .....

Faculty: .....

Graduation ceremony date and time: .....

Request to defer to (insert date of graduation): .....

Reason for deferral: .....

#### D SPECIAL NEEDS

Do you or any of your guest(s) have a disability?: .....

.....

Describe the nature of the disability: .....

.....

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

COMPLETED FORM MUST BE SUBMITTED TO GRADUATIONS@UFS.AC.ZA  
NO LATER THAN 8 JUNE 2018.

IN ORDER TO BE CONSIDERED PLEASE NOTE REQUESTS MUST BE ACCOMPANIED BY SUITABLE  
EVIDENCE SUCH AS TRAVEL ITINERARY, PROOF OF ILLNESS/DEATH ETC.

## APPLICATION FOR RENTAL OF ACADEMIC ATTIRE

**A PERSONAL INFORMATION**

Full names: .....

Surname: .....

Identity/passport number: .....  
(Please attach a copy of your ID/Passport.)

Student number: .....

**B QUALIFICATION DETAILS**Name of qualification to be conferred .....  
(Please also indicate Dipl, BA, BAHons, etc.)

Faculty .....

Graduation ceremony date and time .....

**C ACADEMIC ATTIRE REQUIREMENTS**

Date and time of your graduation ceremony: .....

Gown YES ☐ NO ☐Mortarboard YES ☐ NO ☐Number of Hoods *Indicate academic attire requirements below***Indicate measurements below:**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.)

MORTARBOARD (Indicate circumference of head.)

CM

AMOUNT PAID (Dependants of staff members must also pay.)

R

OR PERSONNEL NUMBER

I WILL ORDER MY OWN ACADEMIC ATTIRE

YES ☐NO ☐

## D CONTACT DETAILS

Email Address: .....

Cellphone Number: .....

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

### 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.**

**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.....



## 8.5 Appendix D: Purchasing of Academic Attire Form (House of Roleen)

**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

### Graduation 2018

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 no ..... (last 4 digits of student no) 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 measure  
Between 53 – 64cm



**Gown:**  
Top of the Head  
To the Floor

Crown your success with superior – Gold Label – Quality !!!

# HOUSE OF ROLEEN PRICE LIST:-UNIVERSITY OF THE FREE STATE

**Prices:-valid until 08 December 2018**

<b>Gowns:</b>	Degree Gown-Gold Label superior quality	R1 680-00
	Diploma Gown – You are also allowed to wear a Degree Gown	R1 580-00
	Doctor's-Gold Label superior quality – Phone before hand	R2 820-00
<b>Hood: -</b>	Certificates - All	R285-00
	Diplomas - All	R320-00
	Bachelor's degrees	
	i) B.Admin./BPL/B.Compt./B.Econ.	R520-00
	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.(RadiationScience)	
	ii) All Other Bachelor's Degrees	R465-00
	Honour's degrees	
	As per i)above including B.Adv.Nurs.	R575-00
	All other honour's degrees	R520-00
	Master's degree	R560-00
	Doctor's degree	R815-00
	Mortar board with UFS Red Tassel (Cap-headwear)	R500-00
	Tassel only:-UFS Red	R100-00
	Doctor's headwear:-	R1 505-00
	Optional:-full length gownbag	R140-00
	<b>Postage compulsory-add R260-00 to your total requirements</b>	<b>R270-00</b>
	<i>Obtain your parcel after 2 days from your post office with your sms tracking number</i>	
	Postage doctorate sets only	R360-00

## BANK DETAIL FOR BUYING ONLY

### House of Roleen ABSA Bank

Acc no: 101-6270-144  
Branch: Vereeniging  
Code: 630137  
Swiftcode: ABSAZAJJ

## STREET ADDRESS:

HOUSE OF ROLEEN  
Merriman Building  
Merriman Avenue  
Vereeniging: Centre of Town  
Tel no: 016 422 3052  
Fax no: 016 422 3053

## OFFICE HOURS: Mon to Fri: 09H00 – 16H30

Saturdays: 09H00 – 11H30  
Sundays: Closed  
Closed Long Weekends: (Please phone)  
March 21, 30, 31  
April 1, 2, 27, 28, 29, 30 May 1  
June 16 Aug 9 Sept 22, 23, 24  
Shop closes 8 December 2018

## HOUSE OF ROLEEN – ORDER FORM UFS BFN

Order ref no: .....  
(Last 4 digits of student no)

When buying your attire, Please complete in full: Student no:.....

Personal detail: Initials: ..... Surname: .....

Collection Post Office : ..... Code:.....

Cell phone no (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 R260-00 to your total requirements .....:Add R260-00

Total: .....R .....

Measurements required when buying a gown or mortar board:

1) How **Tall** are you – from **Top of the Head** to the **Floor** – See Sketch Guide: ..... cm

2) Circumference of the head:-53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63 or 64cm: ..... cm

3) Shirt or dress size e.g. *Small, Medium, Large, XL, XXL Etc.* To size your gown: .....



## 8.6

[illegible]

# Stage Photographs

<b>COMBO</b> A+B	<b>Print + High Res Images:</b>	x 3 (20 x 30 cm) Prints x 6 (10 x 15 cm) 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 (20 x 30 cm) Prints x 6 (10 x 15 cm) Prints <b>Plus</b> Low Res Email (10 x 15 cm 72 dpi)	<b>R400</b>	<input type="checkbox"/>

I will Collect <input type="checkbox"/>	Registered Mail via 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last 3 digits on magnetic strip	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>											

Must still go through speedpoint: YES ☐ NO ☐

**ALL ORDERS TAKE +/- 30 WORKING DAYS TO COMPLETE**

AMOUNT PAID		<input type="text"/>	
EFT	Cash	Credit Card	Snap Scan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECEIVED by		<input type="text"/>	
Receipt no		<input type="text"/>	



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# 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									
University / Institute																										

## Family Photographs

2 OR MORE PHOTOGRAPHS ARE TAKE 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 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 ppse						
Student & Brothers/Sisters pose						

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

I will Collect <input type="checkbox"/>	Registered Mail via 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												EFT	Cash	Credit Card	Snap Scan	

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)



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Bloemfontein Campus | Graduation Ceremonies 2018







