**TMU Graduation Gown Rental Regulations**

* Rental procedures:

1. The time and place of academic costume rentals will be announced by Office of Student Affairs.
2. These costume rentals are arranged by class. Class representatives may download the Academic Costume Rental Form and Academic Costume Rental (class) List from Property Management Section pages. After paying the costume cleaning fee to the Cashier by the deadline, bring receipt, rental form and student ID to Property Management Section. Gowns may be picked up at an arranged later date.
3. **Cleaning fees: bachelor’s 100$/suit, master’s 120$/suit, doctorate 200$/suit**
4. Size chart:

|  |  |
| --- | --- |
| Size | Height |
| XL | 180cm up |
| L | 170cm-179cm |
| M | 161cm-169cm |
| S | Below 160cm |

\*The quantity of each size should not exceed half of the number of graduates.

1. Students will be charged the full cost if costumes are damaged or lost.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| type | Gown | Hat | Tassel | Hood | Suit |
| Bachelor’s | $800 | $300 | $50 |  | $1150 |
| Master’s | $1200 | $300 | $50 | $1000 | $2550 |
| Doctorate | $3800 | $300 | $50 | $1200 | $5350 |

* Return procedure：

1. Graduates should return the costumes to Property Management Section before July 15 (may extend until after holiday or weekend), then he/she can proceed with graduation. Those who do not meet the deadline will be charged with a penalty fee of NT$50/day up to the cost of the costumes. Once the penalty fee is paid, graduate can proceed with graduation.
2. Those who can not return personally can ask for a proxy to return by the deadline mentioned.

**TMU Graduation Gown Rental Form for Class**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School or program** | | | | | | | | | |
| **Type** | Programs or schools | | | | | | Color of tassel | Color of hood | Color of hat |
| **Bachelor** | **□**School of Medicine **□**School of Respiratory Therapy | | | | | | Green |  | Black |
| **□**School of Dentistry **□**School of Oral Hygiene  **□**School of Dental Technology | | | | | |
| **□**School of Pharmacy (Pharmacy) **□**School of Pharmacy (Clinical Pharmacy) | | | | | | Gold |
| **□**School of Nursing **□**School of Gerontology Health Management | | | | | | Red |
| **□**School of Medical Laboratory Science and Biotechnology | | | | | |
| **□**School of Public Health **□**School of Health Care Administration  **□**School of Nutrition and Health Sciences | | | | | | Pink |
| **Master** | **□**Graduate Institute of Medical Sciences **□**Graduate Institute of Clinical Medicine | | | | | | Black | Green |
| **□**School of Dentistry master’s degree program **□**Graduate Institute of Biomedical Materials & Tissue Engineering  **□**Master’s program in Medical Equipment **□**Master’s program in Digital Oral Engineering | | | | | |
| **□**Graduate Institute of Humanities **□**Graduate Institute of Biotechnology Law | | | | | |
| **□**School of Pharmacy master’s program **□**Graduate Institute of Pharmacognosy  **□**Master’s program for Clinical Pharmacogenomics and Pharmoproteomics  **□**Master’s program in Biotechnology and Pharmacy **□**Master’s program in Biotechnology and Pharmacy Business Administration | | | | | | Gold |
| **□**Graduate Institute of Nursing **□**Master’s program for Long-term Care | | | | | | Red |
| **□**School of Medical Laboratory Science and Biotechnology master’s program **□**Graduate Institute of Biomedical Informatics | | | | | |
| **□**School of Public Health master’s program **□**School of Nutrition and Health Sciences **□**School of Health Care Administration master’s program **□**Graduate Institute of Injury Prevention and Control  **□**Master’s program for Global Health and Development | | | | | | Pink |
| **Doctorate** | **□**Graduate Institute of Medical Sciences Ph.D. program **□**Graduate Institute of Clinical Medicine Ph.D. program | | | | | | White and green |
| **□**School of Dentistry Ph.D. program **□**Graduate Institute of Biomedical Materials & Tissue Engineering Ph.D. program | | | | | |
| **□**School of Pharmacy Ph.D. program **□**Ph.D. program in Clinical Drug Discovery from Botanical Herbs | | | | | |
| **□**Graduate Institute of Nursing Ph.D. program | | | | | |
| **□**School of Public Health master’s-Ph.D. program **□**School of Nutrition and Health Sciences Ph.D. program | | | | | |
| **□**Graduate Institute of Biomedical Informatics Ph.D. program **□**Ph.D. Program for Neural Regenerative Medicine **□**Ph.D. Program for Cancer Biology and Drug Discovery **□**Ph.D. Program for Translational Medicine | | | | | |
| **Type and Size** | **□Bachelor’s □Master’s □Doctorate，Total Quantity：　　\_\_　，Cleaning fee：$　\_**  **（S：　　　　、M：　　　　、L：　　　　、XL：　　　 (Quantity)）**  **※**The quantity of each size should not exceed half of the number of class. | | | | | | | | |
| **Class representative** | | | | | | | | | |
| Student ID number | | | Name | Phone | E-mail | | | | |
|  | | |  |  |  | | | | |
|  | | |  |  |  | | | | |
|  | | |  |  |  | | | | |
| **Record** | | Property Management Section | | Division of Cashier | | Class Representative | | | |
| Date of hire：  / / | | Date of payment：  /　　/ | | Date of receiving costumes：  / / | | | |
|  | |  | |  | | | |

**※This form should be retained in Property Management Section with Graduation Gown Rental (class) List**

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**Graduation Gown Rental (class) List**

* **Notes：**

1. **Cleaning fees: Bachelor’s 100$/suit, Master’s 120$/suit, Doctorate 200$/suit**
2. Students will be charged the full cost if costumes are damaged or lost.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Gown | Hat | Tassel | Hood | Suit |
| Bachelor | $800 | $300 | $50 |  | $1150 |
| Master | $1200 | $300 | $50 | $1000 | $2550 |
| Doctorate | $3800 | $300 | $50 | $1200 | $5350 |

1. Graduates should return the costumes to Property Management Section before July 15 (may extend until after holiday or weekend), then he/she can proceed with graduation procedures. Those who do not meet the deadline will be charged with a penalty fee of NT$50/day up to the cost of the costumes. Once the penalty fee is paid, graduate can proceed with graduation.

* **Those who personally sign in this form should know the above regulations and convey them to other class members.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **ID No.** | **Name** | **Phone** | **Size** | **No.** | **ID No.** | **Name** | **Phone** | **Size** |
| **1** |  |  |  |  | **26** |  |  |  |  |
| **2** |  |  |  |  | **27** |  |  |  |  |
| **3** |  |  |  |  | **28** |  |  |  |  |
| **4** |  |  |  |  | **29** |  |  |  |  |
| **5** |  |  |  |  | **30** |  |  |  |  |
| **6** |  |  |  |  | **31** |  |  |  |  |
| **7** |  |  |  |  | **32** |  |  |  |  |
| **8** |  |  |  |  | **33** |  |  |  |  |
| **9** |  |  |  |  | **34** |  |  |  |  |
| **10** |  |  |  |  | **35** |  |  |  |  |
| **11** |  |  |  |  | **36** |  |  |  |  |
| **12** |  |  |  |  | **37** |  |  |  |  |
| **13** |  |  |  |  | **38** |  |  |  |  |
| **14** |  |  |  |  | **39** |  |  |  |  |
| **15** |  |  |  |  | **40** |  |  |  |  |
| **16** |  |  |  |  | **41** |  |  |  |  |
| **17** |  |  |  |  | **42** |  |  |  |  |
| **18** |  |  |  |  | **43** |  |  |  |  |
| **19** |  |  |  |  | **44** |  |  |  |  |
| **20** |  |  |  |  | **45** |  |  |  |  |
| **21** |  |  |  |  | **46** |  |  |  |  |
| **22** |  |  |  |  | **47** |  |  |  |  |
| **23** |  |  |  |  | **48** |  |  |  |  |
| **24** |  |  |  |  | **49** |  |  |  |  |
| **25** |  |  |  |  | **50** |  |  |  |  |

**You can make copies if necessary.**