

## THEi Academic Gown

- You are required to wear your academic gown during the Graduation Ceremony. The gown hire and purchase service will be provided by the designated vendor, Tick Your Gown Limited (TYG).
- Please make an on-line reservation of academic gown at TYG's website: <https://www.tyg.hk/thei> or at the QR code below:



- Below are the gown hire / purchase arrangements:

Period	Date, Time and Location			
	Gown Hire / purchase		Gown Return	
1	Date:	15 & 16 November 2021	Date:	28 & 29 December 2021
	Time:	3:00 p.m. – 8:00 p.m.	Time:	3:00 p.m. – 8:00 p.m.
	Venue:	Hall, THEi (Tsing Yi)	Venue:	Hall, THEi (Tsing Yi)
2	Date:	17 & 18 November 2021	Date:	30 & 31 December 2021
	Time:	3:00 p.m. – 8:00 p.m.	Time:	3:00 p.m. – 8:00 p.m.
	Venue:	Multi-Purpose Hall, THEi (Chai Wan)	Venue:	Multi-Purpose Hall, THEi (Chai Wan)

### Notes:

- ONLY CASH** will be accepted for the gown hire / purchase.
  - Late requests will not be entertained.
  - Late return of the gown will be handled by TYG.
  - You may also make your own arrangements with TYG directly at 9531 5758 or via email at [www.tyg.hk@gmail.com](mailto:www.tyg.hk@gmail.com).
- Please note that there will be an overdue charge of HK\$50 / 30 days for late return of the gown. After the above stipulated deadlines, Graduands will have to return the gown to TYG at **Unit 7, 5F, Hopeful Industrial Center, 10-16 Wo Shing Street, Fo Tan, New Territories, Hong Kong (Fo Tan MTR Exit D)** where a 24-hour graduation gown return booth will be available for gown returns outside the Fo Tan office. Graduands using the 24-hour booth service will be required to do

the registration and complete the registration form by themselves there. After the graduation gown is returned, deposit paid will be fully refunded (if no late charge of damages to the gown is confirmed) within 21 working days. Enquiries concerning the gown return to TYG should be directed to the TYG at 9531 5758.

- Besides, TYG will also request Graduands to pay for the gowns that are damaged during the hire period. Graduands are therefore reminded to check the gown carefully during the hiring process and take good care of the gowns they hire.

## 1. Academic Gown Hire and Purchase Service

(1) Choose your preferred package and pay the price (**ONLY CASH** will be accepted) to the vendor directly when you hire / purchase the gown in the periods mentioned above.

Package	Price (HK\$) per Set	Details	Remarks
A Rent	\$600 (i) It includes \$100 hiring charge and \$500 deposit. (ii) The deposit (\$500) will be refunded to the graduate upon return of the whole set of gown without damage or dirt.	A set of academic gown, hood and mortarboard	(1) Hiring period: 60 days (2) Late charge: \$50 / 30 days (3) Damage penalty: - Reversible damages: cleaning fee will be charged for \$50 per item - Total loss per item: Gown: \$300 Hood: \$100 Cap: \$100 Up to the full deposit (\$500)
B Purchase (Individual)	\$500	A set of academic gown, hood and mortarboard	(not applicable)
C Purchase (Group)	\$480: For group purchase of 3 sets \$470: For group purchase of 5 sets \$450: For group purchase of 10 sets (Details please refer to TYG's website at <a href="https://www.tyg.hk/thei">https://www.tyg.hk/thei</a> )	A set of academic gown, hood and mortarboard	(not applicable)

(2) Bring your student ID card (or HKID card) and present it at the Gown Hire Counter at THEi Tsing Yi Campus or THEi Chai Wan Campus to acquire the service.

(3) Retain the "Gown Hire Receipt" which will be issued to you when the gown is hired. You are required to present this receipt when you return the gown.

- (4) To protect the environment, please bring along your own bag to collect the gown.
- (5) If you are unable to attend the Graduation Ceremony but you would like to hire / purchase the gown, you are also welcome to come to the Gown Hire Counter during the above mentioned service period.

### Authorisation



- (6) You may authorise a third party to hire / purchase academic gown and / or collect graduation-related items for you. Your representative should bring along with him / her the following documents:
- Completed authorisation letter which can be obtained from the “Download Area” of the THEi website [www.thei.edu.hk/graduates](http://www.thei.edu.hk/graduates) ;
  - Photocopy of your HKID card (for verification only); and
  - The confirmation email issued from the system to the Graduand.



### Notes

- Your representative must be at least 18 years of age or above.
- Your representative will be required to produce his / her HKID card for verification.

## 2. Colorway of Hood and Sizes

Below are the colorway of hood and sizes of academic gown for your information:

Type of Award	Programme	Colorway of Hood
Bachelor of Arts (BA)	<ul style="list-style-type: none"> <li>✧ Bachelor of Arts (Honours) in Advertising</li> <li>✧ Bachelor of Arts (Honours) in Fashion Design</li> <li>✧ Bachelor of Arts (Honours) in Landscape Architecture</li> <li>✧ Bachelor of Arts (Honours) in Product Design</li> <li>✧ Bachelor of Arts (Honours) in Culinary Arts and Management</li> <li>✧ Bachelor of Arts (Honours) in Hotel Operations Management</li> <li>✧ Bachelor of Arts (Honours) in Professional Accounting</li> <li>✧ Bachelor of Arts (Honours) in Public Relations and Management</li> </ul>	 <p style="text-align: center;">Red</p>
Bachelor of Engineering (BEng)	<ul style="list-style-type: none"> <li>✧ Bachelor of Engineering (Honours) in Aircraft Engineering</li> <li>✧ Bachelor of Engineering (Honours) in Building Services Engineering</li> <li>✧ Bachelor of Engineering (Honours) in Civil Engineering</li> <li>✧ Bachelor of Engineering (Honours) in Environmental Engineering and Management</li> </ul>	 <p style="text-align: center;">Blue</p>

Type of Award	Programme	Colorway of Hood
Bachelor of Science (BSc)	<ul style="list-style-type: none"> <li>✧ Bachelor of Science (Honours) in Horticulture, Arboriculture and Landscape Management</li> <li>✧ Bachelor of Science (Honours) in Information and Communications Technology</li> <li>✧ Bachelor of Science (Honours) in Multimedia Technology and Innovation</li> <li>✧ Bachelor of Science (Honours) in Surveying</li> <li>✧ Bachelor of Science (Honours) in Chinese Medicinal Pharmacy</li> <li>✧ Bachelor of Science (Honours) in Food Science and Safety</li> <li>✧ Bachelor of Science (Honours) in Health Care</li> <li>✧ Bachelor of Science (Honours) in Testing and Certification</li> </ul>	 Green
Bachelor of Social Sciences (BSocSc)	<ul style="list-style-type: none"> <li>✧ Bachelor of Social Sciences (Honours) in Sports and Recreation Management</li> </ul>	 Purple



Size 尺碼	39"	42"	45"	48"	51"	54"	57"	60"	63"	66"
Shoulder Width 肩闊	15 1/2	15 1/2	17	17	17	17	17	17	17	17
Length 衫長	39	42	45	48	51	54	57	60	63	66
Sleeves Length 袖長	20 1/2	21 1/2	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2
Relative Heights (For Reference Only) 相對高度(只供參考)	4'6" - 4'8"	4'9" - 4'11"	5'0" - 5'2"	5'3" - 5'5"	5'6" - 5'8"	5'9" - 5'11"	6'0" - 6'2"	6'3" - 6'5"	6'6" - 6'8"	6'9" - 6'11"

### 3. Academic Gown Returning

- (1) You must bring along (a) your student ID card (or HKID card) and (b) "Gown Hire Receipt" (which will be given to you when you hire the gown from TYG) when you return the gown.
- (2) TYG will issue a "Return Receipt" upon your return of the gown.
- (3) You must keep the "Return Receipt" as an evidence of having returned the gown until the deposit is refunded to you.

#### Loss and Damage

- (1) All rented sets of the gowns, i.e. cap, hood and gown, must be returned to TYG in a good condition. The deposit (\$500) will be refunded to you upon return of the whole set of gown without lateness, damage or dirt.
- (2) A late charge of HK\$50 per 30 days will be incurred if you return the gown after the hiring period. The damage penalty can be up to the full deposit amount (HK\$500).
- (3) Enquiries concerning the gown hire / purchase services should be directed to the Registry of THEi at 3890 8000 / 2176 1456 or via email: [thei-reg@thei.edu.hk](mailto:thei-reg@thei.edu.hk) or TYG at 9531 5758.