

PURCHASING

University of Zululand Graduation, KwaDlangweza Campus, May 2020

Dear University of Zululand Graduand

Many congratulations on your graduation and everything of the best in your future endeavours! T Birch & Company have been contracted by the University of Zululand as their official manufacturers of the graduation attire and we will be on campus during your graduation ceremony to assist with all your requirements

Surname: _____	Qualification: _____
Initials: _____	Faculty: _____
Student Number: _____	I.D. Number: _____
Postal Address: _____	Cellphone Number: _____
Postal Code: _____	Email Address: _____

MEASUREMENTS (MARK WITH AN X)

Height: Full height - Top of head to toes (Metres)

Bust / Chest: All round chest measurement (Inches)

Head: Around the head ABOVE the ears (cms)

Correct measurements are vital to you receiving the right size.

1.45m	1.5m	1.55m	1.60m	1.65m	1.7m	1.75m	1.8m	1.85m	1.9m	1.95m	2m	2.1m
32"	34"	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"
53cm	54cm	55cm	56cm	57cm	58cm	59cm	60cm	61cm	62cm	63cm		

PURCHASE PRICES

Prices include VAT and are valid to 31 December 2020	Purchase Prices	Customer Use
1) Gowns		
Grad Gown:		
Texturised Polyester	R 1 015.00	
Polyester Cashmere	R 1 275.00	
Doctors Gowns:		
Polyester Cashmere	R 3 495.00	
2) Hoods/Neckbands		
N.Dip	R 375.00	
Bachelors	R 470.00	
Post Grad Diploma	R 395.00	
Honours	R 590.00	
Masters	R 635.00	
Doctors	R 910.00	
3) Headwear		
Mortarboard/Cap with tassel	R 290.00	
Doctor's Headwear	R 1 335.00	
4) Extras		
Gown Bag	R 85.00	
Tassel without Mortarboard	R 75.00	
5) Courier - Counter to Counter		
One or Two items	R 99.00	
Full Outfit	Free	
Collection on Campus (Recommended)	No Charge	

PURCHASING OF ACADEMIC WEAR

No form is required if you are collecting your order on campus (recommended). Alternatively your order can be posted to you.

Postage:

Complete the PURCHASE ORDER FORM and email/fax the form along with your proof of payment to:

Fax: 046 622 5091 | 046 622 7809 • **E-mail:** unizulu@birchs.co.za

In Store Purchase - Pro Visions Durban:  **Pro Visions**

Address: 27 Bram Fischer Rd, Durban

Open: Mon - Sat

Contact: 031-337 2112

Online Orders: www.provisions.co.za / www.graduationgowns.co.za

Posted orders are to be paid and faxed/emailed by **Friday 24th April 2020**

Reference your payment with your surname and student number.

REQUIREMENTS

NH Cert.	Grad Gown and Mortarboard
D.Dip	Grad Gown, Hood and Mortarboard
PGD	Grad Gown, Hood and Mortarboard
PGCE	Grad Gown, Hood and Mortarboard
Hons	Grad Gown, Hood and Mortarboard
Masters	Grad Gown, Hood and Mortarboard
Doctors	Doctors Gown, Hood and Bonnet

DELIVERY / COLLECTION

Hiring:	To be collected on campus (see overleaf)
Purchasing:	You may collect on campus (recommended) or have your order posted to you via courier. Alternatively, attire can be purchased and collected from : Pro Visions, 27 Bram Fischer Rd, Durban, Tel: 031 337 2112

Note: Only attire purchased from the official suppliers is approved for use at the graduation ceremony.

HIRING OF ACADEMIC WEAR

No form is required. The University of Zululand has provided us with all your details.

Please pay the **exact required** amount using the following payment option:

EFT (BANK TRANSFER) or **SnapScan** Reference your payment with student number and surname. Hire orders for campus collection only.

Bring your proof of payment with when collecting your attire.

HIRE PRICES - INCLUDING REFUNDABLE DEPOSIT

Hire Gown / Certificate to Masters	R265.00	Doctors Gown	R560.00
Hire Hood / Neckband Diploma to Masters	R235.00	Doctors Hood	R300.00
Hire Mortarboard / Cap with tassel	R220.00	Doctors Bonnet	R300.00
Outfit Special (Gown, Hood & Mortarboard)	R650.00	Doctors Outfit Special (Gown, Hood & Bonnet)	R1 075.00

COLLECTION ON CAMPUS INSTRUCTIONS

We will fit you out on your arrival. If you cannot collect your attire yourself please provide the person collecting with your student card, your ID and a signed letter of permission detailing your measurements:

Height: Full height - Top of head to toes (Between 1.45m and 2.10m).
Head measurement: Around the head above the ears (Between 53 cm and 63 cm).

Collection of your order:

Venue: Old Drama-aid block, Office No 4, KwaDlangwezwa Campus
Times: Sunday 3rd May 2020 08:30am to 14:00pm All faculties
Alternatively: On the day of your graduation: Monday 4th - Friday 8th May 07:00am to 18:00pm

Returning of hired attire:

Venue: Old Drama-aid block, Office No 4, KwaDlangwezwa Campus
Times: Immediately after your graduation ceremony.
 Monday 4th - Friday 8th May 07:00am to 14:00pm
Refund: A payment of R100.00 will be made into your bank account for each hired item returned immediately after your graduation ceremony. You will forfeit your deposit if you return your goods late.

NB: You will be liable for any damaged goods or late returns to the full retail price of the outfit, prices overleaf. Your hire fee does not cover the value of your outfit.

PAYMENT INSTRUCTIONS: Posted orders to be paid by Friday 24th April 2020

EFT or SnapScan the full amount into our bank account, as per the purchase prices overleaf or hire prices above.

NB: REFERENCE YOUR PAYMENT WITH YOUR SURNAME AND STUDENT NUMBER, OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME.

Bring your ORIGINAL proof of payment with you when collecting your attire.

Bank: Standard Bank **Account Name:** T Birch & Co (Pty) Ltd
Branch Code: 05-09-17 **Account Number:** 081 979 347

STUDENTS RESIDING OUTSIDE OF SOUTH AFRICA:

Please do not make a payment into our bank account from outside of South Africa. You may pay via credit or debit card on campus when arriving to attend your graduation ceremony.



Snap here to pay



THE REFUND PROCESS

Dear Graduand

Please note NO CASH REFUNDS will be paid out on Campus.

All refunds will be paid out electronically. The refund process can only begin once you have returned your graduation attire.

Students with a SA bank accounts:

You will require a valid South African bank account and a valid local cell phone number. Please follow the 5 Step Refund Procedure below.

Students without an SA bank accounts:

If you do not have a South African bank account, please e-mail a copy of your passport to gradrefundqueries@birchs.co.za prior to your ceremony in order to have your refund processed. If you have a South African bank account please follow the 5 Step Refund Procedure below.

5 STEP REFUND PROCEDURE

Step One:

You will receive an SMS from us requesting your banking details.

Step Two:

You will send us your banking details via SMS.

Please reply promptly with your BANK NAME and ACCOUNT NUMBER. For example: STANDARD BANK, 080002013.

DO NOT send credit card details. Only current, savings or cheque account details will be accepted.

Step Three:

You will receive an SMS asking you to confirm your banking details sent in Step Two.

Step Four:

You will confirm your banking details via SMS (this is done to double-check your details).

- If you are satisfied that your banking details are correct, your SMS reply will be: **YES**.
- If you are not satisfied that your banking details are correct, your SMS reply will be: **NO** and you will receive the Step One SMS again and repeat the process of confirming your banking details.

Step Five:

You will receive a final confirmation SMS that your banking details are on our system.

Payment will be made to the account number provided within 72 hours of the receipt of the FINAL CONFIRMATION SMS.

Should you experience any difficulties with the refund process please e-mail us at gradrefundqueries@birchs.co.za