

Nelson Mandela University, Gqeberha Campus, April 2024

Dear Nelson Mandela University Graduate

Many congratulations on your graduation and everything of the best in your future endeavours! Croft, Magill & Watson has been contracted by Nelson Mandela University to provide you with your academic dress and, we will be available on campus during your graduation ceremony to assist with all your requirements.

**HIRING OF ACADEMIC WEAR**

**No form is required.** Nelson Mandela University has provided us with all your details.

Please pay the **exact required** amount using the following payment options: **EFT or SnapScan**. Reference your payment with student number and surname. Bring your proof of payment with when collecting your attire on campus.

**Hire Prices - Including refundable deposit**

Hire Gown	R295.00
Hire Mortarboard	R230.00
Hire Hood/Neckband	R235.00
Full Outfit Special (Gown, Hood & Mortarboard)	R680.00
Doctors Gown	R445.00
Doctors Bonnet	R250.00
Doctors Hood/Neckband	R240.00
Doctors Full Outfit Special (Gown, Hood & Bonnet)	R860.00

**PURCHASING OF ACADEMIC WEAR**

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

**Postage**

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

Fax: 041 586 0259

E-mail: nmugradqueries@birchs.co.za

**NB: You will need confirmation of graduation from the University when collecting your order.**



Snap here to pay



**NO CASH PAYMENTS ON CAMPUS! Only Credit or Debit cards, and SnapScan.**

**COLLECTION:**

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:**

**Measurements:**

**Height:** Full height - Top of head to toes (Between 1.5m and 2.1m).  
**Head measurement:** Around the head above the ears (Between 54 cm and 63 cm).

**Collection of your order:**

**Venue:** South Campus: Madiba Clubhouse (Next to Sports Centre)

**Times:** Students graduating from **12<sup>th</sup> April 2024**, please collect on the following dates:

10 <sup>th</sup> to 11 <sup>th</sup> April 2024	08:00am to 17:00pm
12 <sup>th</sup> April 2024	07:00am to 18:00pm

Students graduating from **15<sup>th</sup> to 17<sup>th</sup> April 2024**, please collect on the following dates:

13 <sup>th</sup> April 2024	08:00am to 13:00pm
15 <sup>th</sup> April to 17 <sup>th</sup> April 2024	07:00am to 18:00pm

Students graduating from **18<sup>th</sup> to 19<sup>th</sup> April 2024**, please collect on the following dates:

16 <sup>th</sup> April to 19 <sup>th</sup> April 2024	07:00am to 18:00pm
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Students graduating from **22<sup>nd</sup> to 23<sup>rd</sup> April 2024**, please collect on the following dates:

20 <sup>th</sup> April 2024	08:00am to 13:00pm
22 <sup>nd</sup> April to 23 <sup>rd</sup> April 2024	07:00am to 18:00pm

**Alternatively:** On the day of your graduation From 07:00am

Nelson Mandela University, Gqeberha Campus, April 2024

RETURN:

**Return of hired attire:**

<b>Venue:</b>	South Campus: Madiba Clubhouse (Next to Sports Centre)	
<b>Time:</b>	Immediately after your ceremony/photo's:	
	12 <sup>th</sup> April 2024	12:00pm to 18:00pm
	13 <sup>th</sup> April 2024	08:00am to 13:00pm
	15 <sup>th</sup> to 19 <sup>th</sup> April 2024	07:00am to 18:00pm
	20 <sup>th</sup> April 2024	08:00am to 13:00pm
	22 <sup>nd</sup> to 23 <sup>rd</sup> April 2024	07:00am to 18:00pm
	24 <sup>th</sup> April 2024	08:00am to 14:00pm
<b>Refund:</b>	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.	
<b>NB:</b>	<b>You will be liable for any damaged goods or non-returns to the full retail price of the outfit. Your hire fee does not cover the value of your outfit.</b>	

PAYMENT INSTRUCTIONS

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 (HARD-COPY) proof of payment with you when collecting your attire.

<b>Account Name:</b>	T Birch & Co (Pty) Ltd	<b>Bank:</b>	Standard Bank
<b>Account Number:</b>	080 191 029	<b>Branch Code:</b>	05-00-17

**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.

## PURCHASE ORDER FORM

Nelson Mandela University, Gqeberha Campus, April 2024

PRICE LIST: ONLY COMPLETE IF YOUR ORDER IS TO BE POSTED OR IF YOU ARE RECEIVING YOUR DOCTORATE  
To ensure that your order is legible please write clearly in block letters with a black pen.

Surname:	_____	Qualification:	_____
Initials:	_____	Faculty:	_____
Student Number:	_____	I.D. Number:	_____
Physical Address:	_____	Cellphone Number:	_____
Postal Code:	_____	Landline Number:	_____
		E-mail Address:	_____

### MEASUREMENTS (MARK WITH AN X)

<b>Height:</b>	Full height - Top of head to toes	(Metres)	1.45m	1.5m	1.55m	1.6m	1.65m	1.7m	1.75m	1.8m	1.85m	1.9m	1.95m	2m	2.1m
<b>Bust / Chest:</b>	All round chest measurement	(Inches)	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"
<b>Head:</b>	Around the head ABOVE the ears	(cms)	53cm	54cm	55cm	56cm	57cm	58cm	59cm	60cm	61cm	62cm	63cm		

Correct measurements are vital to you receiving the right size.

### PURCHASE PRICES

Please tick in the customer use column if you wish for your goods to be posted.

Prices include vat and are valid until 31 DECEMBER 2024	Purchase Prices	Customer Use <input type="checkbox"/>
<b>1) GOWNS</b>		
<b>GRAD GOWNS</b>		
Texturised Polyester	R 1 295.00	<input type="checkbox"/>
Polyester Cashmere	R 1 570.00	<input type="checkbox"/>
<b>DOCTORS GOWNS</b>		
Texturised Polyester	R 3 785.00	<input type="checkbox"/>
Polyester Cashmere	R 4 460.00	<input type="checkbox"/>
<b>2) HOODS/NECKBAND (ALL FACULTIES)</b>		
Diploma/National Diploma	R345.00	<input type="checkbox"/>
Advanced Diploma	R665.00	<input type="checkbox"/>
Bachelors 3yr/4yr	R750.00	<input type="checkbox"/>
Honours	R750.00	<input type="checkbox"/>
Post Grad	R750.00	<input type="checkbox"/>
Masters	R930.00	<input type="checkbox"/>
Doctors	R930.00	<input type="checkbox"/>
<b>3) MORTAR BOARDS/CAPS</b>		
Mortarboard with Tassel	R350.00	<input type="checkbox"/>
Doctors Bonnet with Tassel	R 1 595.00	<input type="checkbox"/>
<b>4) OPTIONAL EXTRAS</b>		
Gown bag	R115.00	<input type="checkbox"/>
Tassel	R80.00	<input type="checkbox"/>
<b>5) DELIVERY VIA COURIER</b>		
Door to Door	R145.00	<input type="checkbox"/>
Total cost of order to be posted		<input type="checkbox"/>

### REFERENCE PAYMENT SLIP WITH STUDENT NUMBER AND SURNAME.

**POSTED ORDERS TO BE PAID AND FAXED/EMAILED BY WEDNESDAY 28<sup>th</sup> MARCH 2024**

### REQUIREMENTS

CERTIFICATE	Grad Gown, Hood/Neckband & Mortarboard
DIPLOMA	Grad Gown, Hood/Neckband & Mortarboard
BACHELORS	Grad Gown, Hood/Neckband & Mortarboard
HONOURS	Grad Gown, Hood/Neckband & Mortarboard
POST GRAD	Grad Gown, Hood/Neckband & Mortarboard
MASTERS	Grad Gown, Hood/Neckband & Mortarboard
DOCTORS	Doctors Gown, Neckband & Bonnet (Doctors attire for purchase only)

### DELIVERY

<b>Hiring:</b>	No deliveries. Collection in store only.
<b>Purchasing:</b>	No form is required if you are collecting your order in store (recommended). Alternatively your order can be posted to you.

### OTHER

NB: Confirmation of graduation from the University must accompany this order form.

Prices quoted are only applicable in South African monetary area.

If residing outside South Africa kindly e-mail (nmugradqueries@birchs.co.za) for quotations.

## THE REFUND PROCESS

### **Dear Graduand**

Please note **NO CASH REFUNDS** will be paid out in store.

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

### **Local Students:**

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

### **International Students:**

If you do not have a local bank account, please e-mail a copy of your passport to [nmuinternationalrefunds@birchs.co.za](mailto:nmuinternationalrefunds@birchs.co.za) **prior to your ceremony** in order to have your refund processed. If you have a local 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 [nmugradqueries@birchs.co.za](mailto:nmugradqueries@birchs.co.za)