

Nelson Mandela University, George Campus, April 2025

**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 on campus during your graduation ceremony to assist with all your requirements.*

**HIRING OF ACADEMIC WEAR**

No form is required. NMU 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. Hire orders for campus collection only. Bring your proof of payment with when collecting your attire.

**Hire Prices**

Hire Gown	R310.00
Hire Mortarboard	R250.00
Hire Hood/Neckband	R240.00
Full Outfit Special (Gown, Hood & Mortarboard)	R700.00
Doctors Gown	R470.00
Doctors Bonnet	R260.00
Doctors Hood/Neckband	R250.00
Doctors Full Outfit Special (Gown, Hood & Bonnet)	R890.00

**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 (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 a letter of authorization from the University when collecting your order.



Snap here to pay



**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:

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: Building 319, Room 0003, WoodTech Building  
Times: 3<sup>rd</sup> April 2025 13:00pm to 17:00pm  
4<sup>th</sup> April 2025 07:00am to 18:00pm

Return of hired attire:

Venue: Building 319, Room 0003, WoodTech Building  
Time: **IMMEDIATELY AFTER YOUR GRADUATION CEREMONY. Failure to return on same day will result in the forfeit of deposit.**  
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.**

**PAYMENT INSTRUCTIONS - Posted orders to be paid and faxed / e-mailed by Monday 20<sup>th</sup> March 2025**

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.

Account Name: T Birch & Co (Pty) Ltd Bank: Standard Bank  
Account Number: 080 191 029 Branch Code: 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, George Campus, April 2025

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)

Correct measurements are vital to you receiving the right size.			
Height:	Full height - Top of head to toes	(Metres)	
Bust / Chest:	All round chest measurement	(Inches)	
Head:	Around the head ABOVE the ears	(cms)	

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
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

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 2025	Purchase Prices	Customer Use ✓
<b>1) GOWNS</b>		
<b>GRAD GOWNS</b>		
Texturised Polyester	R1 385.00	
Polyester Cashmere	R1 570.00	
<b>DOCTORS GOWNS</b>		
Texturised Polyester	R3 995.00	
Polyester Cashmere	R4 995.00	
<b>2) HOODS/NECKBAND (ALL FACULTIES)</b>		
Diploma/National Diploma	R380.00	
Advanced Diploma	R695.00	
Bachelors 3yr/4yr	R795.00	
Honours	R795.00	
Post Grad	R795.00	
Masters	R930.00	
Doctors	R930.00	
<b>3) MORTAR BOARDS/CAPS</b>		
Mortarboard with Tassel	R375.00	
Doctors Bonnet with Tassel	R1 595.00	
<b>4) OPTIONAL EXTRAS</b>		
Gown bag	R120.00	
Tassel	R90.00	
<b>5) DELIVERY VIA COURIER</b>		
Door to Door	R150.00	
Total cost of order to be posted		

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

**POSTED ORDERS TO BE PAID AND  
FAXED/EMAILED BY THURSDAY 20<sup>TH</sup> MARCH 2025**

### 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

Hiring:	No deliveries. Collection on campus only.
Purchasing:	No form is required if you are collecting your order on campus (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 **3 Step Refund Procedure** below.*

**International Students:**

*If you do not have a local bank account, please e-mail a copy of your passport to [nmuiinternationalrefunds@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 **3 Step Refund Procedure** below.*

### 5 STEP REFUND PROCEDURE

**Step One:**

You will receive a WhatsApp from us requesting your banking details.

**Step Two:**

You will send us your banking details via WhatsApp.

Please reply promptly with your BANK NAME and ACCOUNT NUMBER.

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

Please check your bank details carefully before submitting.

**Step Three:**

You will receive a final confirmation WhatsApp 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 WHATSAPP.

Should you experience any difficulties with the refund process please e-mail us at [nmugradqueries@birchs.co.za](mailto:nmugradqueries@birchs.co.za)