



## PURCHASE ORDER FORM

*Nelson Mandela University, Gqeberha Campus, April 2026*

**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)	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
Bust / Chest:	All round chest measurement	(Inches)	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"
Head:	Around the head ABOVE the ears	(cms)	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 2026	Purchase Prices	Customer Use <input type="checkbox"/>
<b>1) GOWNS</b>		
<b>GRAD GOWNS</b>		
Texturised Polyester	R1 385.00	
Polyester Cashmere	R1 695.00	
<b>DOCTORS GOWNS</b>		
Texturised Polyester	R4 395.00	
Polyester Cashmere	R5 495.00	
<b>2) HOODS/NECKBAND (ALL FACULTIES)</b>		
Higher Certificate	R370.00	
Diploma/National Diploma	R380.00	
Advanced Diploma	R460.00	
Bachelors 3yr	R500.00	
Bachelors 4yr	R555.00	
Honours	R 625.00	
Post Grad Diploma	R555.00	
Post Grad Certificate	R555.00	
Masters	R720.00	
MBChB	R670.00	
Doctors	R725.00	
<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	R140.00	
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 MONDAY 23<sup>rd</sup> MARCH 2026**

### 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 in store only.
Purchasing:	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](mailto:nmugradqueries@birchs.co.za)) for quotations.

Nelson Mandela University, Gqeberha Campus, April 2026

RETURN:

Return of hired attire:

Venue:	South Campus: Madiba Clubhouse (Next to Sports Centre)	
Time:	<b>IMMEDIATELY AFTER YOUR CEREMONY/PHOTO'S:</b>	
	9 <sup>th</sup> April 2026	12:00pm to 18:00pm
	10 <sup>th</sup> April	07:00am to 18:00pm
	11 <sup>th</sup> April	08:00am to 13:00pm
	13 <sup>th</sup> to 17 <sup>th</sup> April	07:00am to 18:00pm
	18 <sup>th</sup> April	08:00am to 13:00pm
	20 <sup>th</sup> to 21 <sup>st</sup> April	07:00am to 18:00pm
	22 <sup>nd</sup> April	07:00am to 17:00pm
	23 <sup>rd</sup> April	08:00am to 12:00pm
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:	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.	

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.

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.

## 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 [nminternationalrefunds@birchs.co.za](mailto:nminternationalrefunds@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)