

National Chenchi University

Directives for Graduation Attire Rentals

Established in March 2020.

Approved at the 1st General Affairs Meeting of the 1st semester of the 2021~2022 academic year on
October 27, 2021.

The amendments of Article I-VII was approved at the 1st General Affairs Meeting of the 1st semester
of the 2022~2023 academic year on November 23, 2022.

- Article 1 These directives are established to regulate the rental of graduation attire for graduates and to ensure a standardized process.
- Article 2 Graduation attire rentals are primarily intended for students graduating in the current academic year, with each student limited to renting one set of graduation attire; renters must pay a deposit of NT\$800 for bachelor's graduation attire, NT\$2,000 for master's graduation attire, and NT\$6,000 for doctoral graduation attire.
- Article 3 The rental of bachelor's and master's graduation attire should be arranged as a class group, while doctoral graduation attire is rented on an individual basis.
1. Group rentals: Class representatives are required to complete the group rental application online, pay the deposit via the issued payment slip no later than one week before the designated centralized processing period, print the group rental application form(signed by renters personally in the confirmation column), pay the cleaning fee directly to the laundry department (as announced by the laundry department), and submit the signed application form to the Property Management Section for graduation attire collection during business hours (8:30 to 11:30 AM on weekdays) at the specified location.
 2. Individual rentals: Applicants must complete the individual rental application online during the designated processing period, pay the deposit via the issued payment slip, print the rental application form with their signature, pay the cleaning fee to the laundry department (as announced by the laundry department), and present the signed application form along with their student ID card to collect the graduation attire during business hours (8:30 to 11:30 AM on weekdays) at the specified location.

Article 4 Rental and Return Time and Location:

1. Rental time and location:
 - 1) Rental is available from January to July of each year.
 - 2) The centralized processing period: The group rental dates will be announced; time is as announced; individual rentals occur two weeks before the graduation ceremony.
 - 3) Graduation attire can be collected from the basement storage area of Ji Ying Building.
2. Return time and location:
 - 1) All graduation attire must be returned by July 31 (inclusive) each year.
 - 2) The return location is the Laundry Department on the second floor of Lohas Plaza.

Article 5 Renters who apply for graduation attire rental outside the announced centralized processing period are required to pay an additional administrative fee of NT\$100 per set, in addition to the deposit and cleaning fee.

Article 6 Return Process and Deposit Refund:

1. The class representatives, with the assistance of the department office, are required to collect and verify all borrowed items before proceeding with the return in a single transaction with a copy of the group rental application form during the return process.
2. Renters are required to accurately complete the return form, which will serve as the basis for the refund of the deposit.

Article 7 Renters who fail to return the graduation attire by the deadline will be charged a late fee of NT\$50 per day (excluding holidays), up to the full amount of the deposit. Renters are liable for compensation if the graduation attire is damaged or lost during the rental period.

Article 8 The Directives shall be passed by the General Affairs Meeting and then implemented. The same shall apply when amendments are made.