

國立臺灣科技大學 畢業服借用及歸還須知

一、109年畢業典禮時間暫定為 6月6日（六）。

二、本校畢業服借用狀況：

1. **學士服**：本校無學士服，均統一向**廠商**租借，由學年初召開之畢代會議共同決定廠商，並與廠商協議領借時間。大學部畢業生亦可自行向其他廠商租借或購買。
2. **碩士服**：本校有碩士服一千餘套，提供給欲參加畢業典禮之應屆碩士畢業生租借使用，**每學年開放固定時間登記借用**，無法配合者或碩士服已租借完畢時，請自行向廠商租用。
3. **博士服**：本校有博士服一百餘套，提供給欲參加畢業典禮之應屆博士畢業生租借使用，**每學年開放固定時間登記借用**。因本校博士服為特別訂製，校外廠商並無提供租借服務，無法配合學校時間借用者，請自行向廠商購買。

三、本校碩士服及博士服借用時程：

租借	1. 登記	2. 列印繳費單、繳費	3. 領借
	108年11月11日(一)上午9點~ 108年12月11日(三)下午5點止	登記後3天產出繳費單， 108年12月15日(日)前截止繳費	109年2月24日~25日(一~二) 10:00~17:00社團大樓三樓廣場
歸還	4. 歸還	5. 退保證金至借用人帳戶	
	109年6月6日(六) 13:00~16:00 109年6月8~9日(一、二) 11:00~16:00 社團大樓三樓廣場	109年6月19日前撥款	

四、本校碩士服及博士服借還說明：

1. 請盡量以**個人名義**登記，借用人需事先在學生資訊系統登錄本人郵局帳號，俾利事後退還保證金。若以研究室或群體為單位登記，借用代表人須統籌該群體領借、歸還及保證金收退之事宜。
2. 本校畢業服僅供欲參加畢業典禮之應屆畢業生租借使用，因涉及清洗、維護與管理，**平日不接受領借**；請於上述指定時間內完成線上登記，並在指定日期內下載繳費單至校內郵局(不用手續費、其他通路須手續費)繳費，才算完成借用程序。
3. 本校畢業服係不同時期向不同廠商採買，因此尺寸、顏色不盡相同，領取時採**先到先選**，並請務必於規定時間內領取(無須攜帶證件、可請他人代領)，逾期視同棄權、不予保留。
- ✓ 碩士服顏色：**紫色**設計系及專利所、**白色**人文社會學院、**黃色**其他系所。**博士服全部統一。**
4. 衣服歸還**僅限109年6月6日及6月8~9日特定時間**。請將畢業服拿至社團大樓進行點交，活動組事後將保證金匯入**借用(代表)人郵局帳戶**。

五、費用與賠償：

1. 每套含帽子、黑袍、披肩與畢業肩帶；畢業肩帶可用購買(有繡2020，每件270元)或租借(押金100元)
2. 碩士服：保證金1,500元、洗滌維護費200元及畢業肩帶270元(購買)或100元(押金，可退)。
博士服：保證金6,000元、洗滌維護費200元及畢業肩帶270元(購買)或100元(押金，可退)。

3. 延遲歸還者，視同整套購買，**不再退還保證金及洗滌維護費**(含洗滌費、衣服維護及相關行政處理費用)。

4. 衣服若遺失，須照價賠償：

六、本項業務若有疑問，請洽學務處活動組18號櫃台，洪小姐2737-6131

種類	碩士服賠償金額	博士服賠償金額
一整套	1,800 元	6,300 元
單件袍衣	1,000 元	3,200 元
披肩 1 條	700 元	2,300 元
帽子 1 頂	300 元	800 元
帽穗	100 元	100 元
肩帶	租借 100 元	租借 100 元

NTUST Graduation Gowns Rental and Return Policy

1. The date of the graduation ceremony is June 6th (Sat.), 2020.

2. School's graduation gowns:

- (1) **Bachelor's gowns:** Bachelor's gowns are all rented from the manufacturer which is decided by the Graduation class representative meeting held at the beginning of the school year. Graduates can also rent or buy Bachelor's gown from other vendors.
- (2) **Master's gowns:** We have more than 1,000 sets of master's gowns, and provide rental services for recent graduates attending the graduation ceremony. The registration is at a fixed time once every school year. If you are unable to make a reservation during the fixed time or the school's gowns are fully booked, you may rent the gown from the manufacturer.
- (3) **Doctoral gowns:** We have more than 100 sets of specially made doctoral gowns, and provide rental services for recent graduates attending the graduation ceremony. The registration is at a fixed time once every school year. Please make sure that you make the reservation during the fixed time, otherwise you have to buy the gown from the manufacturers.

3. Master's and doctoral gowns rental and return procedure:

	1. Register	2. Payment	3. Pick Up
Rent	9am, 11 th Nov., 2019~ 5pm, 11 th Dec., 2019	The payment sheet will be produced 3 days after the registration. Payment deadline: 15 th Dec., 2019	10am~4pm, 24 th ~25 th Feb., 2020 Student Activities Building 3 rd
	4. Return		5. Deposit Refund
Return	Three days only : 6 th June (Sat.) 1pm~4pm 、 8 th & 9 th June (Mon. ~ Tues.) 11am~4pm Student Activities Building 3 rd F		19 th June, 2020

4. Master's and doctoral gowns rental & return policy:

- (1) Recent graduates can make a reservation individually or collectively. In any case of registering the gown, the personal post office saving account on the Student Information System is necessary in order to receive the deposit. Also, students who register the gown are responsible for the pick-up and drop-off.
- (2) School's graduation gowns were purchased from different manufacturers at different times, therefore the color and size of the gowns are not quite the same. **The distribution is on a first come, first serve basis.**
- ✓ Color reference for master gown: Purple for School of Design, White for School of Humanities and Social Sciences, Yellow for the rest of schools. **Doctoral gowns are all in the same color.**
- (3) School's gowns can only be returned at the specified times as shown above. **Please return the gown on time, otherwise the deposit and maintenance fee will not be refunded.**

5. Fee and Compensation:

- (1) Graduation sash \$270 for purchase, \$100 for rent.
- (2) Master's Gown: \$1,500 for deposit, \$200 maintenance.
- (3) Doctoral Gown: \$6,100 for deposit and \$200 maintenance.
- (4) There will be no refund for the late return of the gown and sash.
- (5) The compensation for the missing piece is as followed:

Gowns	Master's	Doctoral
a set	\$1,800	\$6,300
gown	\$1,000	\$3,200
hood	\$700	\$2,300
hat	\$300	\$800
Tassel/ Sash	\$100 each	

6. For any questions regarding the gowns, please contact the SAD office at 2737-6131, Miss Hung.