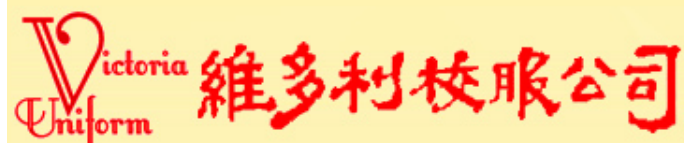


- (1) Go to the website of Victoria Uniform at: [www.victoriauniform.com](http://www.victoriauniform.com)
- (2) Do **NOT** click “Back” button of your browser during the whole online rental process.
- (3) Enter “**PolyU-SPEED-BA18**” as the **University code**.
- (4) Click “**Submit**” button to proceed to “**Step 1 - Enter Your Personal Information**”.



畢業禮服 校服專家

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租袍請按此按鈕  
Press here for gown rental

進入租袍服務 - 請填寫學校代碼  
Please enter University / College / School code for online gown rental service

3 → PolyU-SPEED-BA18 Submit ← 4

[Instructions On Online Gown Rental System](#)

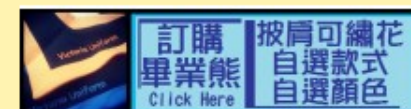
[Reprint Login](#)

#### ABOUT ONLINE GOWN RENTAL SYSTEM

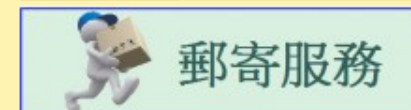
◇ [Order Cancellation or Any Changes](#)

#### OTHERS

- ◇ [How To Use The Regalia Clips To Fix Graduation Gown & Hood](#)
- ◇ [Demonstration Of Damage Academic Regalia](#)
- ◇ [Gown & Mortarboard Size Chart For Reference](#)
- ◇ [Terms & Conditions](#)
- ◇ [Outlet Locations](#)
- ◇ [Q&A](#)



畢業禮服查詢熱線  
Enquiry Hotline  
3118 4396 / 3105 5009



### Step 1 – Enter Your Personal Information:

- (5) All fields with \* must be completed.
- (6) Please enter your student ID number.
- (7) A confirmation message with login ID and password will be sent to your email (please set your own password for future login). If you wish to re-print the Gown Rental & Deposit Form, please refer to the confirmation email received after completing the online hiring procedures.
- (8) Click “Continue” button to proceed to “Step 2- Enter Gown Rental Details”.

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租袍請按此按鈕  
Press here for gown rental

1 Enter Your Personal Information

2 Enter Gown Rental Details

3 Order Confirmation

4 Order Complete And Print Gown Rental & Deposit Form

### 1. Enter Your Personal Information

\* Must be filled in the blank.

University / College / School Name : The Hong Kong Polytechnic University - SPEED

Student ID : CPCE - 123456 \*  
(enter digits, please refer to your student card or school graduation invitation letter)

Email : victoria\_uniform@yahoo.com.hk \*  
(Confirmation e-mail will be sent to you)

Password : ..... \*  
(Password must be 6-20 characters for re-login purpose.)

Password Confirm : ..... \*

Chinese Name : 維多利校服  
(Enter the Chinese name same as the one on your student card)

English Name : Victoria Uniform \*  
(Enter the English name same as the one on your student card)

Degree of Award : Bachelor of Arts (Blue) \*  
(same as your student card or refer to the invitation letter)

Gender : ☒ Male ☐ Female

Mobile : 31184396 \*

Continue Reset

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文財匯豐

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Calme D'or  
彩妝美瞳隱形眼鏡

訂購 披肩可繡花  
畢業熊 自選款式  
Click Here 自選顏色

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美國、英國、新西蘭 留學  
文化協進中心  
2541 0078

## Step 2 – Enter Gown Rental Details:

- (9) Gown and mortarboard sizes are measured by staff. If you cannot visit the outlet in person to try on the size, please make reference to the size charts by clicking “?” and write down the appropriate size in the blank space on the Gown Rental & Deposit Form that you will print out at the end of completing the online hiring procedures.
- (10) Pick up date must be **during 10 September – 21 October 2018**.
- (11) Click “Continue” button to proceed to “Step 3 – Order Confirmation”.

**1** Enter Your Personal Information

**2** Enter Gown Rental Details

**3** Order Confirmation

**4** Order Complete And Print Gown Rental & Deposit Form

**2. Enter Gown Rental Details**

\* Must be filled in the blank.

Delivery Service : ☐ Yes ☒ No

**9** → Gown Size : 取袍時由店員即時度身(按“?”圖示可查看所需尺碼) ; Size is measured by staff(Click “?” button to check the size) \*

Cap Size : 取袍時由店員即時度身(按“?”圖示可查看所需尺碼) ; Size is measured by staff(Click “?” button to check the size) \*

Hood : Style is defined

Stole : not applicable

元朗分店 Yuen Long Outlet \*

Gown pick up and return must be executed at the same outlet

Pick Up & Return Outlet : 如選擇上環寫字樓取袍, 請留意辦公時間:  
(星期一至五) 10:00 - 19:00 • (星期六) 10:00 - 13:00 • 星期日及公眾假期休息 •  
Mon-Fri 10am-7pm; Sat 10am-1pm; Sunday & Public Holiday close.

**10** → Pick Up Date : 2018-09-27  
The first rental period will be counted from the date of gown received.

Pick Up Time : 10:45 - 14:00

Return Due Date : 2018-11-07

University / College / School Name : 香港理工大學香港專上學院

Level : Bachelor Degree

Fee (Cash Only) :  
Deposit : HK \$700/set  
Rental Fee : HK \$130/set for the first 42 days  
Extension Fee : HK \$130/set for 7 calendar days after the 42-day rental period  
Total Amount : HK\$830/set

**11** →

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MoonRock 訂購日本人氣No.1 Calme D'or 彩妝美瞳隱形眼鏡

訂購 披肩可繡花 畢業熊 自選款式 自選顏色

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### Step 3 – Order Confirmation:

- (12) Check carefully (i) your personal information (ii) gown rental details and (iii) terms and conditions.  
(13) Check the box at the bottom and click **“Confirm”** button to proceed to **“Step 4 – Order Complete And Print Gown Rental & Deposit Form”**.

1

Enter Your Personal Information

2

Enter Gown Rental Details

3

Order Confirmation

4

Order Complete And Print Gown Rental & Deposit Form

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### 3. Order Confirmation

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Login ID : victoria\_uniform@yahoo.com.hk

Student ID : CPCE - 123456

Chinese Name : 維多利校服

English Name : Victoria Uniform

Mobile : 31184396

University / College / School Name : The Hong Kong Polytechnic University - SPEED 香港理工大學香港專上學院

Pick Up & Return Outlet : 元朗分店 Yuen Long Outlet

Pick Up Date : 2018-09-27 10:45 - 14:00 (首租期由取袍日起開始計算 The first rental period will be counted from the date of gown pick up.)

Return Due Date : On Or Before 2018-11-07 (以職員專用格內還袍日期為準。 Return date specified in "Staff Use Only" shall prevail.)

Invoice No : 1531117330 -68

Rental Items (per set)	Quantity	Size	Deposit	Rental Fee	Extension Fee
Gown	1	取袍時由店員即時度身(按 "?" 圖示可查看所需尺碼) ; Size is measured by staff(Click "?" button to check the size)	<b>HK\$700/set</b>	<b>HK\$130/set</b> for the first 42 days	<b>HK\$130/set</b> for 7 calendar days
Cap with tassel	1	取袍時由店員即時度身(按 "?" 圖示可查看所需尺碼) ; Size is measured by staff(Click "?" button to check the size)			
Hood	1	Style is defined			
Stole	0	not applicable			

Terms and Conditions:

1. The first rental period must be on a 42 days basis that will be counted from the date of gown pick up.
2. The rental fee for the first period is HK\$130 and deposit is HK\$700 for whole set . Deposit for gown , hood, stole and cap with tassel are HK\$300 , HK\$200 , HK\$0 , HK\$200 respectively.
3. The extended rental period is counted on 7 days basis and the extension fee is HK\$130 /set. If it is less than 7 days, it will be counted as a 7 days period.
4. No change for size and models are available for all rented items.
5. All rented items should be returned on or before the specified return due date during the opening hours of the specified outlet. After the specified return due date, it would be considered as late and the gown rental would be renewed automatically.
6. The extension fee will be deducted from the deposit, if necessary, when the rented items are returned.
7. Gown pick up and return must be executed at the same outlet.
8. All return items should be in the same condition as they were rented. Deposit is refundable when the rented items are returned in good condition and before due date.
9. Never use iron directly, apply tiepin or adhesive paper on gown and/or hood/stole. To avoid damage, such as burning mark, running yarn and pinholes or other damage.
10. Never fold the cap to avoid damage, such as broken corner.
11. If any returned item is confirmed to be damaged or splotted by the hirer after rental, hirer is required to purchase the damaged items. The schedules of charge will vary on the items hired according to point #2 of this "Terms & Conditions".
12. The definition of "damage": gown and hood/stole with burning mark, running yarn, pinholes and adhesive paper mark, the corner of the cap broken. (Please refer to sample display in outlet or Victoria Uniform website)

13



I have read through and understood all above terms and conditions.



Print dual copies of Gown Rental & Deposit Form.

Confirm

#### Step 4 – Order Complete And Print Gown Rental & Deposit Form:

- (14) Click the button “**Print Dual Copies**” to generate the Gown Rental & Deposit Form.
- (15) Preview the form before printing to make sure that the content of the form fits in one sheet.
- (16) Please remember to print **TWO** copies of the form and bring **BOTH** of the forms to collect your gown at the specified outlet on the chosen date.

\* If you have any queries about the Online Gown Rental System, Please feel free to contact Victoria Uniform Hotline at 3118-4396.

**維多利校服公司**

畢業禮服 校服專家

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租袍請按此按鈕  
Press here for gown rental

1  
Enter Your Personal Information

2  
Enter Gown Rental Details

3  
Order Confirmation

4  
Order Complete And Print Gown Rental & Deposit Form

#### 4. Order Complete And Print Gown Rental & Deposit Form

Please CLICK the [Print Dual Copies] button to generate the [Gown Rental & Deposit Form]. For environmental friendly, please **PRINT THE FORM IN ONE PAGE**.

Please remember to print **TWO COPIES** of gown rental and deposit form (**one for customer and one for Victoria Uniform**) and bring both of the forms to collect your gown at the specified outlet on the preferred date.

Print Dual Copies >

<

14, 15 & 16

Your online gown reservation is completed. Thank you for using our service. For outlet location, please refer to [http://www.victoriauniform.com/index.php?route=information/information&information\\_id=8](http://www.victoriauniform.com/index.php?route=information/information&information_id=8)

For enquiry, please email us at [info@victoriauniform.com](mailto:info@victoriauniform.com) or call our hotline at 3118 4396 / 3105 5009.

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