(1) Go to the website of Victoria Uniform at: www.victoriauniform.com
(2) Do **NOT** click "**Back**" button of your browser during the whole online rental process.
(3) Enter "**PolyU-SPEED-BD18**" as the **University code**.
(4) Click "**Submit**" button to proceed to "**Step 1 - Enter Your Personal Information**".

Step 1 – Enter Your Personal Information:

(5) All fields with * must be completed.

(6) 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**".

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) The gowns for Bachelor of Business Administration, Bachelor of Science and Bachelor of Social Sciences must be collected from and return to **either the Choi Hung or Sheung Wan outlet**.

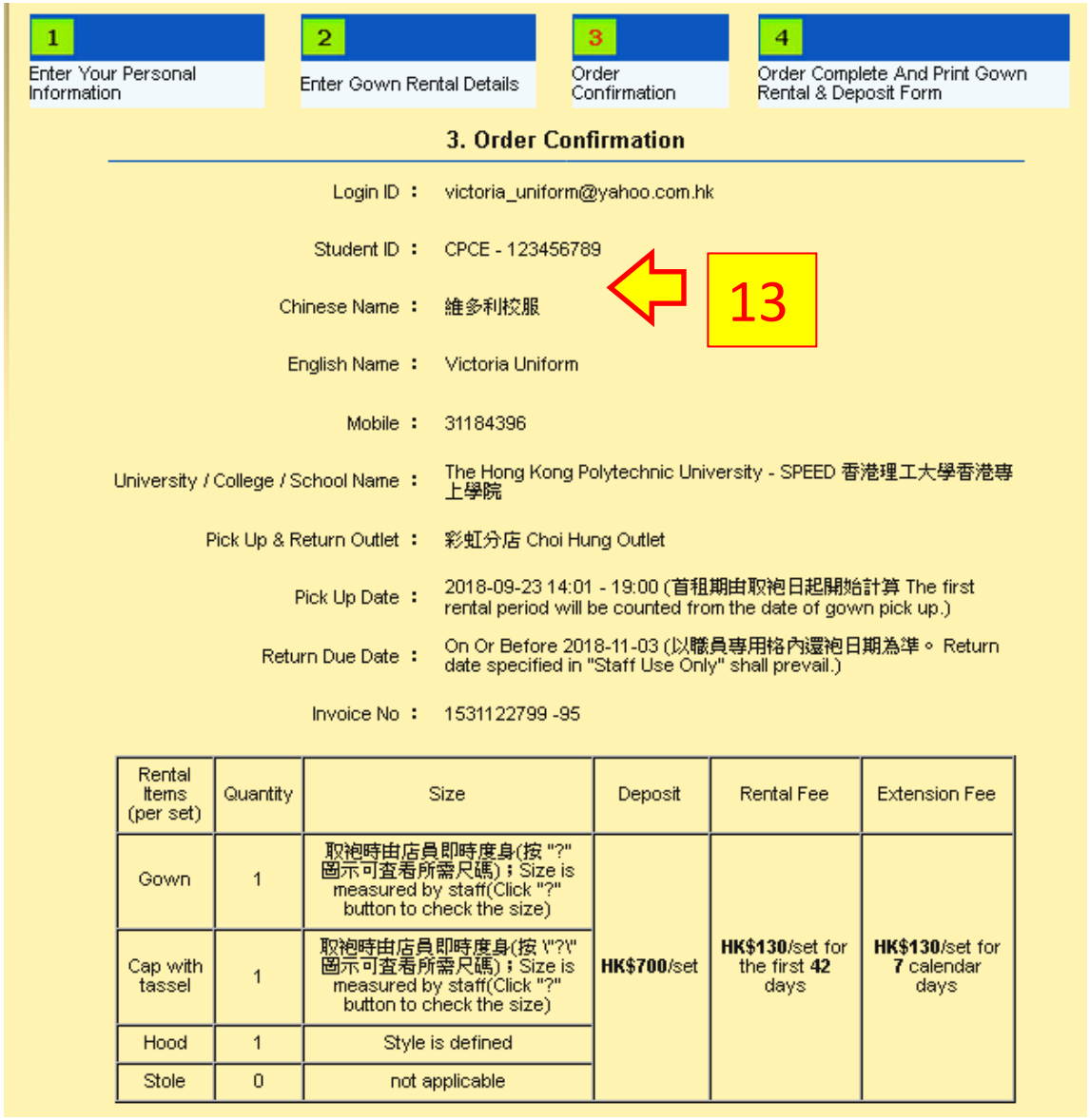
(11) Pick u date must be **during 10 September – 21 October 2018**.

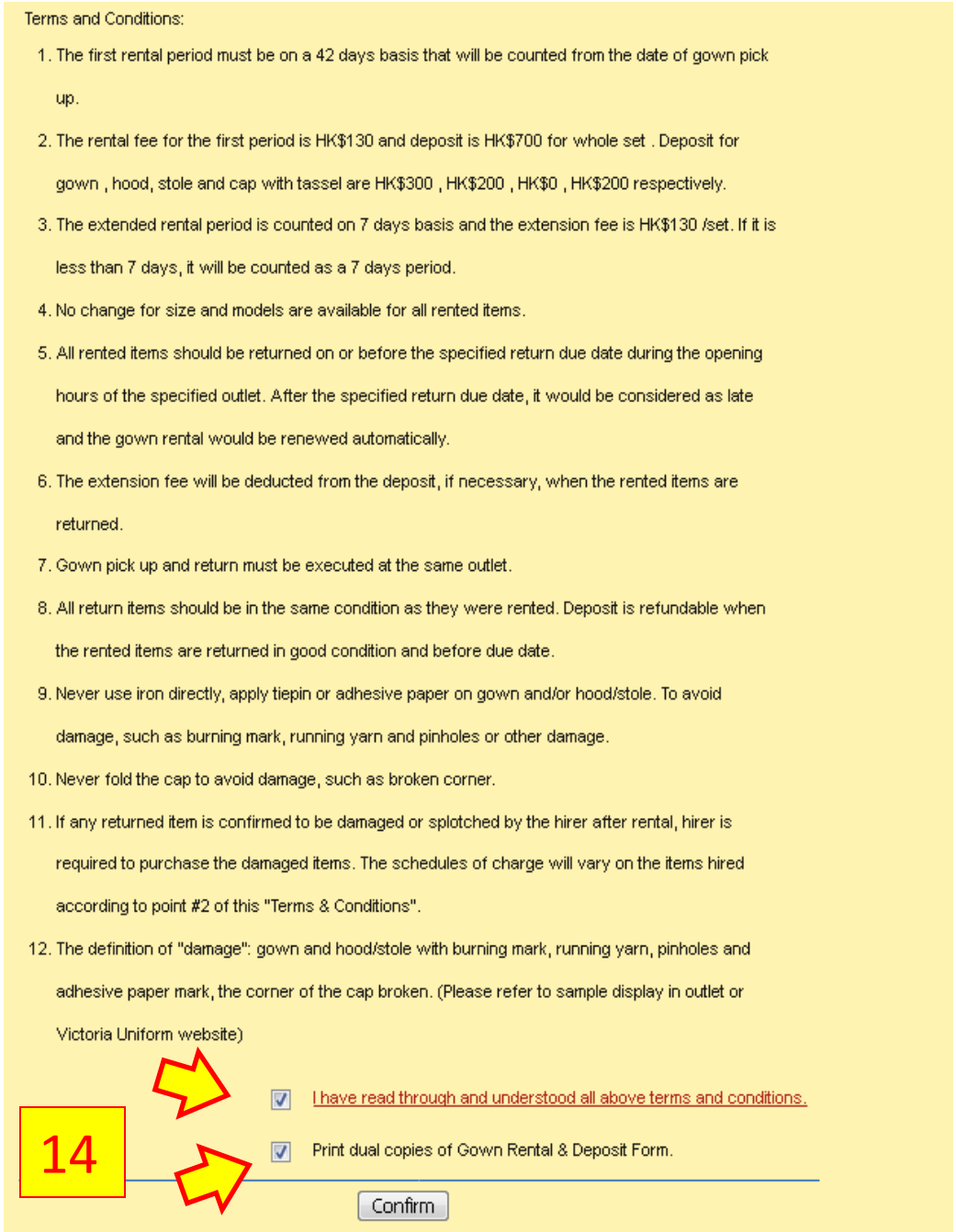
(12) Click "**Continue**" button to proceed to "**Step 3 – Order Confirmation**".

Step 3 – Order Confirmation:

(13) Check carefully (i) your personal information (ii) gown rental details and (iii) terms and conditions.

(14) Check the box at the bottom and click "**Confirm**" button to proceed to "**Step 4 – Order Complete And Print Gown Rental & Deposit Form**".





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 splotched 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)

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

(15) Click the button "**Print Dual Copies**" to generate the Gown Rental & Deposit Form.
(16) Review the form before printing to make sure that the content of the form fits in one sheet.
(17) 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.