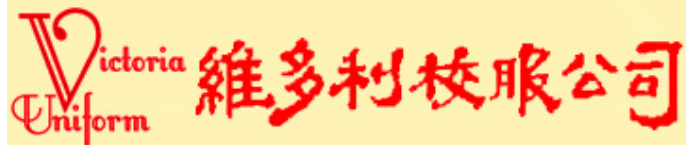


- (1) Go to the website of Victoria Uniform at: www.victoriauniform.com
- (2) Do **NOT** click “Back” button of your browser during the whole online rental process.
- (3) Enter “**PolyU-SPEED-SD18**” as the **University code**.
- (4) Click “**Submit**” button to proceed to “**Step 1 - Enter Your Personal 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-SD18 Submit ← 4

[Instructions On Online Gown Rental System](#)

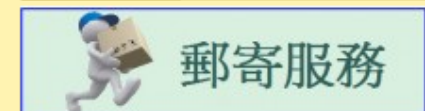
[Reprint Login](#)

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](#)
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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”.

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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

6

 Student ID : CPCE - 53434343 *
(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)

7

 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 : PCE Diploma *
(same as your student card or refer to the invitation letter)

Gender : ☒ Male ☐ Female

Mobile : 31184396 *

8

Continue

Reset

Joseph PHOTO & VIDEO Joseph Studio 畢業相、家庭相拍攝優惠

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

訂購畢業熊 披肩可繡花 自選款式 自選顏色 Click Here

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

郵寄服務

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 size (without cap) is to be 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”.

The screenshot shows the '2. Enter Gown Rental Details' form. At the top, there are four tabs: 1. Enter Your Personal Information, 2. Enter Gown Rental Details (active), 3. Order Confirmation, and 4. Order Complete And Print Gown Rental & Deposit Form. The form contains the following fields and options:

- Delivery Service:** Radio buttons for Yes and No. A red asterisk indicates it must be filled in the blank.
- Gown Size:** A text input field. A red asterisk indicates it must be filled in the blank. A red box with the number 9 and a right-pointing arrow highlights this field. A note in Chinese and English states: '取袍時由店員即時度身(或"?"圖示可查所需尺寸碼); Size is measured by staff (Click "?" button to check the size)'.
- Cap Size:** A text input field with the value 'not applicable' and a red asterisk.
- Hood:** A text input field with the value 'not applicable'.
- Stole:** A text input field with the value 'Style is defined'.
- Pick Up & Return Outlet:** A dropdown menu showing '荃灣分店 Tsuen Wan Outlet'. A red asterisk indicates it must be filled in the blank. A note in Chinese and English states: 'Gown pick up and return must be executed at the same outlet'. Below this, the operating hours are listed: '(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.'.
- Pick Up Date:** A text input field with the value '2018-10-18'. A red box with the number 10 and a right-pointing arrow highlights this field. A note in red states: 'The first rental period will be counted from the date of gown received.'.
- Pick Up Time:** A dropdown menu showing '14:01 - 19:00'.
- Return Due Date:** A text input field with the value '2018-11-28'.
- University / College / School Name:** A text input field with the value '香港理工大學香港專上學院'.
- Level:** A text input field with the value 'Sub-degrees'.
- Fee (Cash Only):** A section containing the following information:
 - Deposit : HK \$500/set
 - Rental Fee : HK \$110/set for the first 42 days
 - Extension Fee : HK \$110/set for 7 calendar days after the 42-day rental period
 - Total Amount : HK\$610/set

At the bottom of the form, there are two buttons: 'Continue' and 'Reset'. A red box with the number 11 and a right-pointing arrow highlights the 'Continue' button.

On the right side of the form, there are several advertisements for Joseph Photography, MoonRock, and other services.

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

3. Order Confirmation

Login ID : victoria_uniform@yahoo.com.hk

Student ID : CPCE - 53434343

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 : 荃灣分店 Tsuen Wan Outlet

Pick Up Date : 2018-10-18 14:01 - 19:00 (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 2018-11-28 (以職員專用格內還袍日期為準。 Return date specified in "Staff Use Only" shall prevail.)

Invoice No : 1531123766 -55



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)	HK\$500/set	HK\$110/set for the first 42 days	HK\$110/set for 7 calendar days
Cap with tassel	0	not applicable			
Hood	0	not applicable			
Stole	1	Style is defined			

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\$110 and deposit is HK\$500 for whole set . Deposit for gown , hood, stole and cap with tassel are HK\$300 , HK\$0 , HK\$200 , HK\$0 respectively.
3. The extended rental period is counted on 7 days basis and the extension fee is HK\$110 /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)

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 sits in one sheet.
- (16) 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

For enquiry, please email us at info@victoriauniform.com or call our hotline at 3118 4396 / 3105 5009.

Close

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畢業熊 自選款式
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