

Faculty Graduation Regalia Ordering Information Colorado State University

HOW TO SUBMIT ORDER: When you are finished filling out your order, click “submit form” above. You will receive an email confirmation within 24 hours of receipt of your order.

EMAIL: college@uniquerecognition.com

REGALIA RENTAL: DEADLINE: FRIDAY, MARCH 29th, 2013. Orders received after FRIDAY, MARCH 29TH, 2013 are late orders. While the company will attempt to fill late orders, heavy demand at this time of year prevents them from making any guarantees on specific school hood colors. Any orders received after the above deadline will automatically be assessed a **\$20.00 late fee** and if the order requires special shipping arrangements, additional charges will be added. All late orders (rental fee plus any late fees) are **NONREFUNDABLE** and must be paid at time of ordering.

PAYMENT:

Individuals: Payment may be made by cash, check, or credit card at the time your regalia is picked up providing the order is submitted prior to the above deadline. Please see information above if ordering after the deadline (late orders).

Departments: Please submit either a departmental credit card or DPO. If using a departmental credit card please provide your card numbers by calling our office at 970.663.2668. If using a DPO, an appropriate DPO must be prepared in advance with all eligible faculty listed. **Departmental Credit Cards or DPO's must accompany all orders.**

Please check with your department's administrative assistant or the college commencement representative for more information on this payment option.

DISTRIBUTION SITE: EAST WING OF MOBY

Regalia distribution will take place only at the Intramural Gym- East Wing of Moby Arena Complex, on **Tuesday, Wednesday & Thursday, May 14th, 15th & 16th** from 8:00 a.m.- 5:00 p.m. Any faculty orders not picked up by 5:00 p.m., May 16th, will be available at the Intramural Gym- East Wing of Moby Arena Complex for all graduations.

REGALIA RETURN:

Return of rented regalia items will take place at **Intramural Gym- East Wing of Moby Arena Complex**. Regalia must be returned following your last ceremony as there will not be a location available on campus after the last convocation.

ALL ITEMS REQUIRED

Last Name: First Name: Middle Initial:

E-mail: Phone: () - - Ext.

Gender: Male Female Weight: Height (with shoes): ' " Cap Size:

Degree (check one): Associate Bachelor Master Doctor Education Specialist

Degree Earned **Including Major** (ex. MA - Education):

Name of School Where Degree Earned:

Location of School: City State

Check the item you are ordering: Cap, Gown, Tassel, & Hood \$40.50 Cap, Gown, & Tassel Only \$20.25 Hood Only \$20.25
 Gown Only \$20.25 Cap Only \$15.00 Tassel Only \$8.50

Payment Information:

Billing Address:

Department:

Credit Card Number: - - - Expiration Date: /

Card Holder's Name Printed: