

## Faculty & Staff Regalia Order Form - Commencement 2021

**TO ENSURE YOUR ORDER IS RECEIVED, please email your order to bookstore manager, Ann Rossi, [axr178@case.edu](mailto:axr178@case.edu). You will receive a confirmation email when your order is processed. If you do not receive a confirmation within 3 business days, please call the bookstore at 216-368-2650 or 1-800-825-2650.**

|   |                                 |                                  |                                 |
|---|---------------------------------|----------------------------------|---------------------------------|
| <b><u>2021 Ceremony Date:</u></b>           | <b><u>Order Regalia By:</u></b> | <b><u>Shipping Deadline:</u></b> | <b><u>Pick Up Deadline:</u></b> |
| May 16 <sup>th</sup> Ceremonies (Law, Med): | April 30, 2021*                 | May 6, 2021 <sup>^</sup>         | May 14, 2021                    |
| May 28-30 <sup>th</sup> Ceremonies:         | May 14, 2021*                   | May 19, 2021 <sup>^</sup>        | May 27, 2021                    |

\*A late charge of \$10.00 will be assessed for regalia requested after order deadlines.

<sup>^</sup>Orders may be shipped via UPS for \$7.50 until the shipping deadlines. Additional shipping charges may apply for shipping requests made after the deadlines.

Orders may be picked up at the Barnes & Noble University Bookstore, 11451 Euclid Avenue, Cleveland, OH 44106.

**All rentals must be returned to the CWRU Bookstore by Tuesday, June 1, 2021. After this date, a late fee may be applied to the credit card or departmental requisition.**

**Questions? Please call the bookstore at 216-368-2650 or e-mail Ann at [axr178@case.edu](mailto:axr178@case.edu).**

### Cap and Gown Rental Information

|           | <u>Cap &amp; Gown Only</u> | <u>Hood Only</u>        | <u>Complete Regalia</u> |
|-----------|----------------------------|-------------------------|-------------------------|
| Bachelors | _____ \$34.98 (\$37.79)    | _____ \$34.98 (\$37.79) | _____ \$69.96 (\$75.56) |
| Masters   | _____ \$36.98 (\$39.94)    | _____ \$36.98 (\$39.94) | _____ \$73.96 (\$79.88) |
| Doctoral  | _____ \$40.98 (\$44.26)    | _____ \$40.98 (\$44.26) | _____ \$81.96 (\$88.52) |

Name -- \_\_\_\_\_

Cap --Regular hat size or circumference of head in inches: \_\_\_\_\_

Gown --Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Approximate weight: \_\_\_\_\_ lbs.

Hood --Exact Wording of Your Highest Degree: \_\_\_\_\_

College/University Where Degree Was Earned: \_\_\_\_\_

College/University City and State: \_\_\_\_\_

### Customer Information

1. This order is for: Faculty/Staff \_\_\_ Presenter/Parent\_\_\_ Graduate Name \_\_\_\_\_

2. Name & Address for shipping (if applicable): \_\_\_\_\_

3. Telephone (required): \_\_\_\_\_

4. Payment Options: **As of January 1, 2020, we can no longer process credit card payment unless the physical card is presented. Please choose from one of the options below: (please check one)**

\_\_\_ **Pay at pick up** Name of who will pick up this order: \_\_\_\_\_

\_\_\_ **Speed Type** Name on Account \_\_\_\_\_ Department \_\_\_\_\_

Speed Type Account Number \_\_\_\_\_ Telephone \_\_\_\_\_

**PLEASE FILL OUT COMPLETELY AND RETURN TO THE BOOKSTORE BY DEADLINES BASED ON CEREMONY PARTICIPATION.**