

**May 15, 2022, Commencement  
Faculty & Staff Regalia Order Form**

-TO ENSURE YOUR ORDER IS RECEIVED, please email your order to [sm364@bncollege.com](mailto:sm364@bncollege.com). You will receive a confirmation email when your order is processed. If you do not receive a confirmation within 3 business days, please call us at 216.368.2650 or 1-800-825-2650.

-Orders can be picked up at 11434 Uptown Ave (our new address as of March 2022)

-The deadline for placing orders is Friday, April 29, 2022. A late charge of \$10.00 will be assessed after order deadlines. Additional shipping charges may apply.

-All rentals must be returned to the CWRU Bookstore by Wednesday, May 13, 2022. 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 us at [sm364@bncollege.com](mailto:sm364@bncollege.com)

**Cap and Gown Rental Information**

	<u>Cap &amp; Gown Only</u>	<u>Hood Only</u>	<u>Complete Regalia</u>
Bachelors	_____ \$37.50 (\$40.50)	_____ \$37.50 (\$40.50)	_____ \$75.00 (\$81.00)
Masters	_____ \$39.50 (\$42.66)	_____ \$39.50 (\$42.66)	_____ \$79.00 (\$85.32)
Doctoral	_____ \$43.50 (\$46.98)	_____ \$43.50 (\$46.98)	_____ \$87.00 (\$93.96)

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. Who will pick up this order: \_\_\_\_\_

3. Telephone: \_\_\_\_\_

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

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

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

PLEASE FILL OUT COMPLETELY AND RETURN TO THE BOOKSTORE BY ORDERING DEADLINE.