

## Faculty & Staff Regalia Order Form for May 2026 Commencement

-TO ENSURE YOUR ORDER IS RECEIVED, please email your order to [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 2 business days, please call us at 216.368.2650 or 1-800-825-2650.

-Orders can be picked up at 11434 Uptown Ave, Cleveland, OH 44106 or shipped (Regular UPS) for \$8.99 until May 4th 2026

-The deadline for placing orders is WEDS., APRIL 15, 2026. A late charge of \$10.00 will be assessed after May 1st. Additional shipping charges may apply.

-All rentals must be returned to the Case Bookstore by WEDNESDAY, MAY 20, 2026. 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 Rossi, Mgr. @axr178@case.edu

### Cap and Gown Rental Information

	<u>Cap &amp; Gown Only</u>	<u>Hood Only</u>	<u>Complete Regalia</u>
Bachelor	\$45.98 (\$49.66)	\$45.98 (\$49.66)	\$91.96 (\$99.32)
Master	\$49.98 (\$51.82)	\$49.98 (\$51.82)	\$99.96 (\$107.96)
Doctoral	\$53.98 (\$58.30)	\$53.98 (\$58.30)	\$107.96 (\$116.60)

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 at the store. Please choose from one of the options below: (please check one)**

\_\_\_ Pay at pick up (Store Hours: M-F 10am-5pm)

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

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

PLEASE FILL OUT COMPLETELY AND RETURN/EMAIL TO THE BOOKSTORE BY Wednesday, April 15, 2026