

- (1) Go to the website of Victoria Uniform at: www.victoriauniform.com and click “Press here for gown rental”.
- (2) Do **NOT** click “Back” button of your browser during the whole online rental process.
- (3) Enter “POLYU-SPEED-BA21” as the **University code**.
- (4) Click “Submit” button to proceed to “Step 1 - Enter Your Personal Information”.

Victoria Uniform 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

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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-BA21 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](#)
- [FAQ](#)

Step 1 – Enter Your Personal Information:

- (5) All fields with * must be completed.
- (6) Please 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”.

1. Enter Your Personal Information

* Must be filled in the blank. ← 5

University / College / School Name : The Hong Kong Polytechnic University - SPEE[

6 → Student ID : SPEED - 12312 *
(enter digits, please refer to your student card or school graduation invitation letter)

Email : info@victoriauniform.com *
(Confirmation e-mail will be sent to you)

7 → Password : *
(Password must be 6-20 characters for re-login purpose.)

Password Confirm : *

Chinese Name : 陳大文
(Enter the Chinese name same as the one on your student card)

English Name : Chan Tai Man *
(Enter the English name same as the one on your student card)

Degree of Award : Bachelor of Arts (Blue) ▾ *
(same as your student card or refer to the invitation letter)

Gender : Male Female

Mobile : 31184396 *

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Step 2 – Enter Gown Rental Details:

- (9) Gown and mortarboard sizes are measured by staff. If you cannot visit the outlet in person to try on the sizes, please make reference to the size charts by clicking “?” and write down the appropriate sizes in the blank spaces 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 27 September – 14 November 2021**
- (11) Click “Continue” button to proceed to “Step 3 – Order Confirmation”.

The screenshot shows a web form titled "2. Enter Gown Rental Details" with a yellow background. It contains several input fields and sections. A yellow box with the number "9" and a red arrow points to the "Gown Size" and "Cap Size" fields, which have a blue question mark icon. A yellow box with the number "10" and a red arrow points to the "Pick Up Date" field, which contains the date "2021-11-04". A yellow box with the number "11" and a red arrow points to the "Continue" button at the bottom of the form. The form also includes a "Delivery Service" section with radio buttons for "Yes" and "No" (selected), a "Pick Up & Return Outlet" dropdown menu set to "九龍城分店 Kowloon City Outlet", and a "Fee" section at the bottom right listing deposit, rental, and extension fees.

2. Enter Gown Rental Details

* Must be filled in the blank.

Delivery Service : Yes No

Gown Size : 取袍請由店員即時度身(按“?”圖示可查閱所需尺碼); Size is measured by staff(Click “?” button to check the size)

Cap Size : 取袍請由店員即時度身(按“?”圖示可查閱所需尺碼); Size is measured by staff(Click “?” button to check the size)

Hood : Style is defined

Stole : not applicable

Pick Up & Return Outlet : 九龍城分店 Kowloon City Outlet

Gown pick up and return must be executed at the same outlet

如選擇上環寫字樓取袍，請留意辦公時間：
(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 : 2021-11-04
The first rental period will be counted from the date of gown received.

Pick Up Time : 10:45 - 14:00

Return Due Date : 2021-12-15

University / College / School Name : 香港理工大學專業進修學院

Level : Bachelor Degree

Fee :
Deposit : HK \$700/set
Rental Fee : HK \$130/set for the first 42 days
Extension Fee : HK \$130/set for 7 calendar days after the 42-day rental period
Total Amount : HK\$830/set

Continue Reset

Step 3 – Order Confirmation:

- (12) Check carefully (i) your personal information, (ii) gown rental details and (iii) terms and conditions.
- (13) Tick the box at the bottom and click “**Confirm**” button to proceed to “**Step 4 – Order Complete And Print Gown Rental & Deposit Form**”.

3. Order Confirmation

Login ID : info@victoriauniform.com

Student ID : SPEED - 12312 

Chinese Name : 陳大文

English Name : Chan Tai Man

Mobile : 31184396

University / College / School Name : The Hong Kong Polytechnic University - SPEED 香港理工大學專業進修學院

Pick Up & Return Outlet : 九龍城分店 Kowloon City Outlet

Pick Up Date : 2021-11-04 10:45 - 14:00 (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 2021-12-15 (以職員專用格內還袍日期為準。 Return date specified in "Staff Use Only" shall prevail.)

Invoice No : 1629174387 -17

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\$700/set	HK\$130/set for the first 42 days	HK\$130/set for 7 calendar days
Cap with tassel	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)			
Hood	1	Style is defined			
Stole	0	not applicable			

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\$130 and deposit is HK\$700 for whole set . Deposit for gown , hood, stole and cap with tassel are HK\$300 , HK\$200 , HK\$0 , HK\$200 respectively.
3. The extended rental period is counted on 7 days basis and the extension fee is HK\$130 /set. If it is less than 7 days, it will be counted as a 7 days period.
4. Change of size and model is not allowed for all rented items.
5. All rented items should be returned on or before the specified due date during the business hours of the specified outlet. After the specified return due date, it would be considered as a late return and the regalia rental would be renewed and extended automatically.
6. The extension fee will be deducted from the deposit, if necessary, when the rented items are returned.
7. Regalia pick-up and return must be executed at the same outlet.
8. This regalia rental deposit form must be brought together to the selected return outlet to complete the return procedure.
9. All return items should be in the same condition as they were rented. The full deposit is refundable only when the rented items are returned in good condition and before due date.
10. Never iron directly, apply tiepin or adhesive paper on the gown and/or hood/stole to avoid damage, such as burning mark, running yarn and pinholes or other damage.
11. Never fold or throw the mortarboard to avoid damage, such as broken corner.
12. If any returned item is confirmed to be damaged or splotted by the renter after rental, the renter is required to purchase the damaged items. The schedules of charge will vary depending on the items according to point #2 of this "Terms & Conditions".
13. 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)

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I have read through and understood all above terms and conditions.



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 fits in one page.
- (16) Remember to print **TWO** copies of the form and bring **BOTH** copies 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.

Victoria Uniform 維多利校服公司 畢業禮服 校服專家

主頁 公司資料 分店地址 服務及產品 公司產品 產品訂購 畢業禮服 聯絡我們

租袍請按此按鈕
Press here for gown rental

分店營業時間：
星期一至六
早上十時四十五分至晚上七時
星期日及勞工假期休息

Dynasty 旅遊保險
FINANCIAL GROUP
買一送一

訂購 披肩可繡花
畢業熊 自選款式
Click Here 自選顏色

Joseph
PHOTO & VIDEO
畢業相、家庭相拍攝優惠

Enquiry: 2209 0222
www.scs.cuhk.edu.hk/csm

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

IMPORTANT!!
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 >