

HKUST Graduation Gown Rental / Purchase Registration Manual

Follow the icons:



1. Begin by entering the HKUST's graduation gown dedicated website - URL: www.tyg.hk/hkust or scan the QR code below:

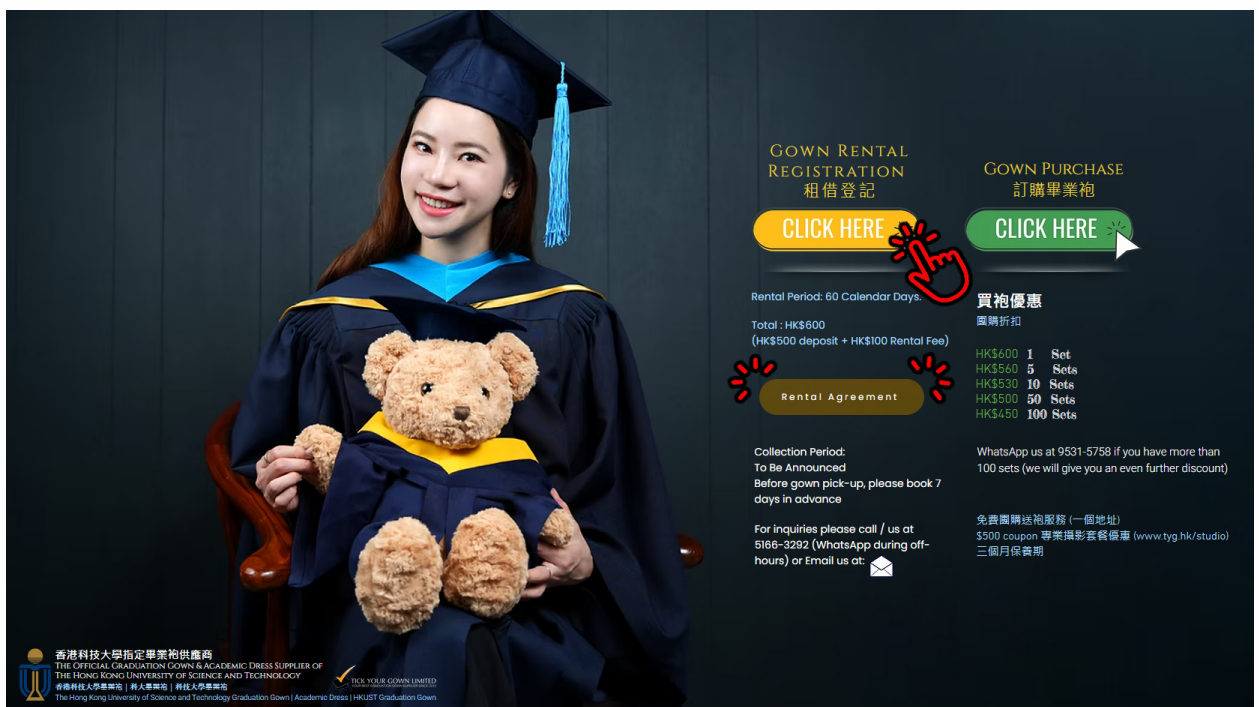


2.

You will find crucial information regarding your congregation, including the congregation website and important dates. To rent or purchase your graduation gown, select your degree. In this example, we will choose 'Bachelors'.



3. At the top of the page, you will see a sub-menu that allows you to choose whether you want to learn how to wear the graduation gown, a dedicated photography package offered by TYG, as well as renting or purchasing your graduation gown set. Before doing so, we suggest that you should go through the entire page to learn more about your graduation gown. Let's click onto 'Gown Rental'.



4. The website will automatically deliver you to the gown rental / purchase registration section. Before doing so, please read the graduation gown rental agreement carefully (marked by 🖱️) before renting your gown. If you wish to purchase your gown, simply click onto the green button as indicated. Let's click on the **yellow button** for 'Gown Rental Registration' as shown.

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Hong Kong University of Science and Technology (HKUST) Gown Rental Registration

Name *

Mobile Number *

Email *
example@example.com

Please input the first 5 digit of your student ID
e.g. 12345

Choose Your Graduating Degree *

- ☐ Bachelor
- ☐ Master
- ☐ PhD.
- ☐ PhD. (for DBA graduates only)

Desired gown size *

- ☐ XS (below 156cm)
- ☐ S (157cm~162cm)
- ☐ M (163cm~169cm)
- ☐ L (170cm~176cm)
- ☐ XL (177cm~183cm)

I wish to collect my graduation gown set by: *

- ☐ (Store near Fo Tan 火炭站 MTR Exit D - Please see map below) Unit 7, 5F, Hopeful Industrial Center, 10-16 Wo Shing Street, Fo Tan, New Territories, Hong Kong Tuesday to Sunday 1pm-7pm (CLOSED ON MONDAYS ONLY)
- ☐ (Store near 土瓜灣站 To Kwa Wan MTR Exit D2) - Please see map below) Unit F2, 11/F, Gee Chang Industrial Building, 108 Lok Shan Road, To Kwa Wan, Kowloon, Hong Kong. Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAY & Public Holidays)
- ☐ (Store near 葵興站 Kwai Hing MTR) Rm 11, Flat A, 5F, Ching Cheong Industrial Building, 1-7 Kwai Cheong Rd, Kwai Chung. Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY)
- ☐ (Store near 上環站 Sheung Wan MTR Exit A2) Unit 4, 5F, Chung Ying Building, 20 Connaught Rd W, Sheung Wan (Sheung Wan MTR Exit C)上環干諾道西20號中環大廈5樓04室. Wednesday to Sunday, 1pm to 7pm (CLOSED ON MONDAYS, TUESDAYS & PUBLIC HOLIDAYS)
- ☐ SF Express Delivery

[Rental Agreement \(Bachelor, Master and Doctoral Graduation Gown Sets\)](#)

5.

You will now be directed to a gown rental registration page. Please follow the questions in sequence, i.e., answer question 1, then 2, then 3 and so on accordingly. Do not skip questions as it will affect the display of form functions.

After filling in your name, mobile number, email and the first 5 digits of your student ID., you can now 'Choose Your Graduating Degree'.

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Name *
TYG

Mobile Number *
123

Email *
www.tyg.hk@gmail.com
example@example.com

Please input the first 5 digit of your student ID
12345

Choose Your Graduating Degree *
☒ Bachelor
☐ Master
☐ PhD.

Bachelor : School / Program Reference (for academic regalia): *
☒ School of Science
☐ School of Engineering
☐ School of Business & Management
☐ School of Humanities & Social Science
☐ Academy of Interdisciplinary Studies
☐ Dual Degree Programs – Science + Business
☐ Dual Degree Programs – Engineering + Business



Desired gown size *
☐ XS (below 156cm)
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I wish to collect my graduation gown set by: *
☒ (Store near Fo Tan 火炭站 MTR Exit D) Unit 7, 5F, Hopeful Industrial Center, 10-16 Wo Shing Street, Fo Tan, New Territories, Hong Kong Tuesday to Sunday 1pm-7pm (CLOSED ON MONDAYS ONLY)
☐ (Store in Hunghom - Please see map below) Unit No.7A, 9F, Tower A, Hunghom Commercial Centre, No. 39 Ma Tau Wai Road, Kowloon, Hong Kong. Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY)

6.

By clicking onto 'Bachelor', the corresponding schools / program will be displayed. By clicking on to 'School of Science', the corresponding image will also be displayed.

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I wish to collect my graduation gown set by: *

☒ (Store near Fo Tan 火車站 MTR Exit D) Unit 7, 5F, Hopeful Industrial Center, 10-16 Wo Shing Street, Fo Tan, New Territories, Hong Kong Tuesday to Sunday 1pm-7pm (CLOSED ON MONDAYS ONLY)

☐ (Store in Hunghom - Please see map below) Unit No.7A, 9F, Tower A, Hunghom Commercial Centre, No. 39 Ma Tau Wai Road, Kowloon, Hong Kong. Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY)

☐ (Store near 葵興站 Kwai Hing MTR) Rm B08, 5F, Ching Cheong Industrial Building, 1-7 Kwai Cheong Rd, Kwai Chung, Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY)

☐ Store on HK Island will soon be available, after 30th Sept. Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY) If you wish to pick up in Hong Kong Island, please revisit the page again for checking the exact location and proceed to orders

☐ SF Express Delivery

火炭店 Fo Tan Outlet (Flagship Store)

Tuesday to Sunday, 1pm to 7pm
(Closed on Mondays only)

Location: (FOTAN) Unit 7, 5F, Hopeful Industrial Center, 10-16 Wo Shing Street, Fo Tan, New Territories, Hong Kong
新界沙田區禾盛街10-16號海輝工業中心5樓507室
(火車站 Fo Tan MTR Exit D)

<https://goo.gl/maps/ASoWrQs7ZU462BR67>



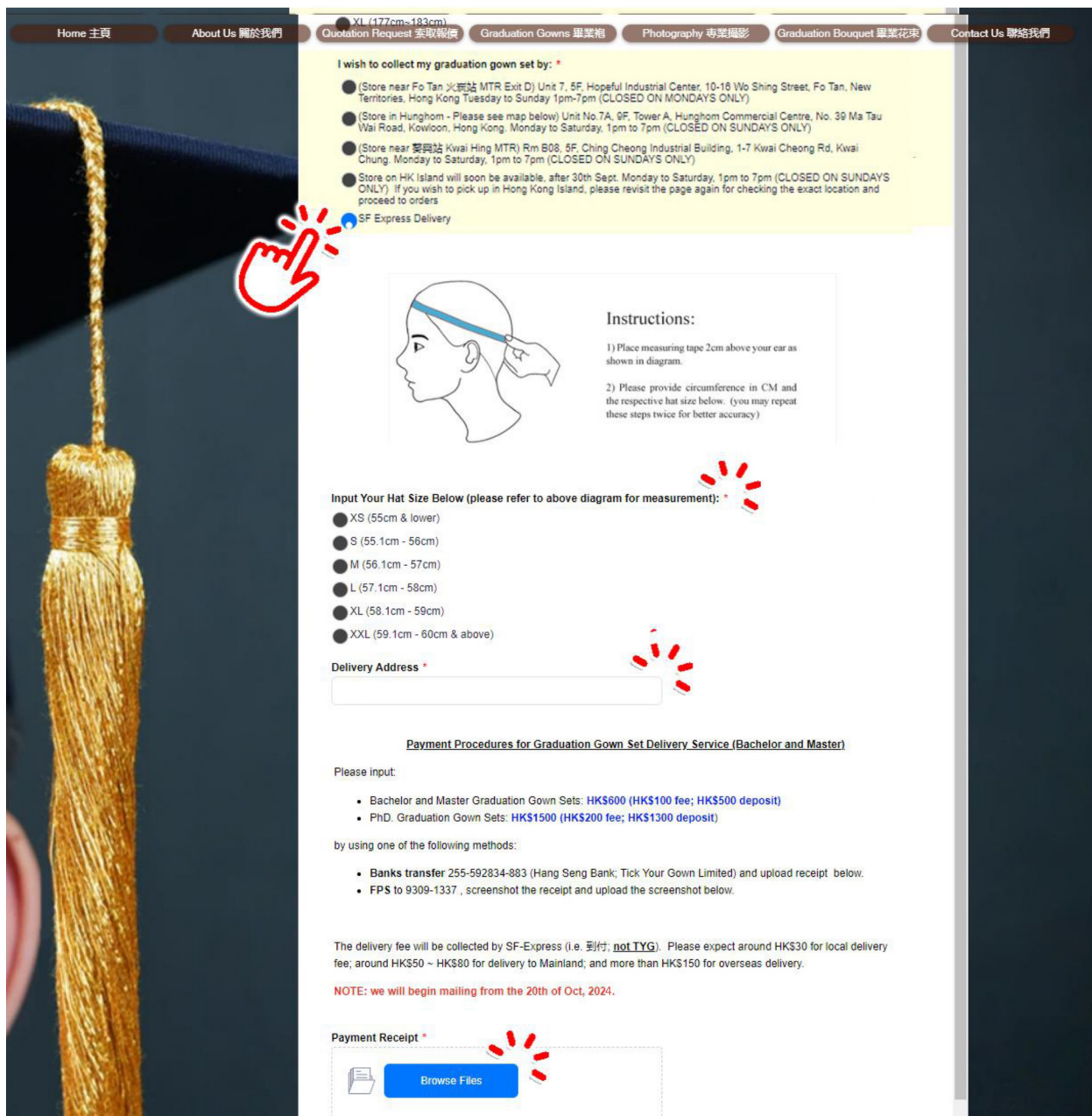
Arrival Date (Fo Tan Store) - Date() will be blocked if daily visitor limit has been reached *

dd-mm-yyyy

Date

Choose your desired gown size (as according to the height table) and the location / method you would like to obtain your graduation gown. There will be 5 options – a choice of getting your gown **IN PERSON** from one of our outlets that are listed, OR obtaining it by using the courier service.

In the case above, by clicking onto our Fo Tan store, the corresponding store information (i.e., opening hours, location, google map image, as well as the link) will be displayed. Note that the corresponding calendar for your 'Arrival Date' will also be displayed for your booking.



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XL (57.7cm-58.3cm)

I wish to collect my graduation gown set by: *

- (Store near Fo Tan 火炭站 MTR Exit D) Unit 7, 5F, Hopeful Industrial Center, 10-18 Wo Shing Street, Fo Tan, New Territories, Hong Kong Tuesday to Sunday 1pm-7pm (CLOSED ON MONDAYS ONLY)
- (Store in Hunghom - Please see map below) Unit No.7A, 9F, Tower A, Hunghom Commercial Centre, No. 39 Ma Tau Wai Road, Kowloon, Hong Kong, Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY)
- (Store near Kwai Hing MTR) Rm B08, 5F, Ching Cheong Industrial Building, 1-7 Kwai Cheong Rd, Kwai Chung, Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY)
- Store on HK Island will soon be available, after 30th Sept. Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY) If you wish to pick up in Hong Kong Island, please revisit the page again for checking the exact location and proceed to orders

SF Express Delivery

Instructions:

1) Place measuring tape 2cm above your ear as shown in diagram.

2) Please provide circumference in CM and the respective hat size below. (you may repeat these steps twice for better accuracy)

Input Your Hat Size Below (please refer to above diagram for measurement): *

- XS (55cm & lower)
- S (55.1cm - 56cm)
- M (56.1cm - 57cm)
- L (57.1cm - 58cm)
- XL (58.1cm - 59cm)
- XXL (59.1cm - 60cm & above)

Delivery Address *

Payment Procedures for Graduation Gown Set Delivery Service (Bachelor and Master)

Please input:

- Bachelor and Master Graduation Gown Sets: **HK\$600 (HK\$100 fee; HK\$500 deposit)**
- PhD. Graduation Gown Sets: **HK\$1500 (HK\$200 fee; HK\$1300 deposit)**

by using one of the following methods:

- **Banks transfer** 255-592834-883 (Hang Seng Bank; Tick Your Gown Limited) and upload receipt below.
- **FPS** to 9309-1337, screenshot the receipt and upload the screenshot below.

The delivery fee will be collected by SF-Express (i.e. 到付, **not TYG**). Please expect around HK\$30 for local delivery fee; around HK\$50 ~ HK\$80 for delivery to Mainland; and more than HK\$150 for overseas delivery.

NOTE: we will begin mailing from the 20th of Oct, 2024.

Payment Receipt *

 **Browse Files**

8.

*In the case of choosing SF Express delivery for your graduation gown, you will have to input 'Delivery Address', your desired 'Hat Size' (as according to the provided size table), and finally a payment receipt that must be uploaded by clicking onto 'Browse Files'. **DO NOT** exit this webpage when you get to this point.

You may pay via bank transfer, FPS, Payme or other means as instructed, take a photo / screenshot the receipt and upload it by clicking 'Browse Files'.

*Please also note that the delivery fee is paid directly to the SF Express deliverer, and **NOT** to the graduation gown company, TYG.

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(Store on HK Island) TBC, Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY)

Rental Agreement (Bachelor, Master and Doctoral Graduation Gown Sets)

By stating agree on the gown registration rental form, I hereby agree and acknowledge that I will be subjected and bounded by the following terms of use and conditions:

Bachelor and Master Gown Sets:

Total: HK\$600 (rental charge HK\$100/60 days and deposit HK\$500).

Late/Extension fee (HK\$100/7days; every 7 days as one unit to charge the applicable fees)

Doctoral Gown Sets:

Total: HK\$1500 (rental charge HK\$200/60 days and deposit HK\$1300).

Late/Extension fee (HK\$200/7days; every 7 days as one unit to charge the applicable fees)

How 60 Days is calculated:

For graduands coming to TYG outlets for pick-up: DAY 1 is defined by the date on which the graduand receives the gown set at pick-up.

- For graduands choosing courier: DAY 1 is Oct 30th, 2024.

To avoid late charges, graduands have to return the rented graduation gown set on or before DAY 60. Note that no delivery gown returns are accepted.

If the gown was found damaged, damage fees will be charged as per below:

Bachelor and Master Gown Sets:

Irreversible Dirt / Damage (if any) = Total Loss :

Gown = HK\$300

Hood = HK\$200

Hat = HK\$100

Total Loss of the entire set (all 3 items) = total sum of deposit = HK\$500

Doctoral Gown Sets:

Irreversible Dirt / Damage (if any) = Total Loss :

Gown = HK\$700

Hood = HK\$400

Hat = HK\$300

Tassel = HK\$100

Total Loss of the entire set (all 4 items) = total sum of deposit = HK\$1300

The whole or part of the deposit may be forfeited for offsetting the damage charges or late or extension fee but the service provider may not request for additional payments from the graduands. The remaining amount of the deposit after forfeiture (if any) should be refunded to the graduands within 49 days after the forfeiture.

If the graduand cancels the pre-applied gown rental service, the service provider should refund all the payments made by such graduand (including the rental fee and deposit) within 30 days after such graduand submits service cancellation request or after the day of the last congregation of that academic year, whichever is earlier.

By signing below, I have read the rental terms and conditions and have agreed to all the terms said therein.

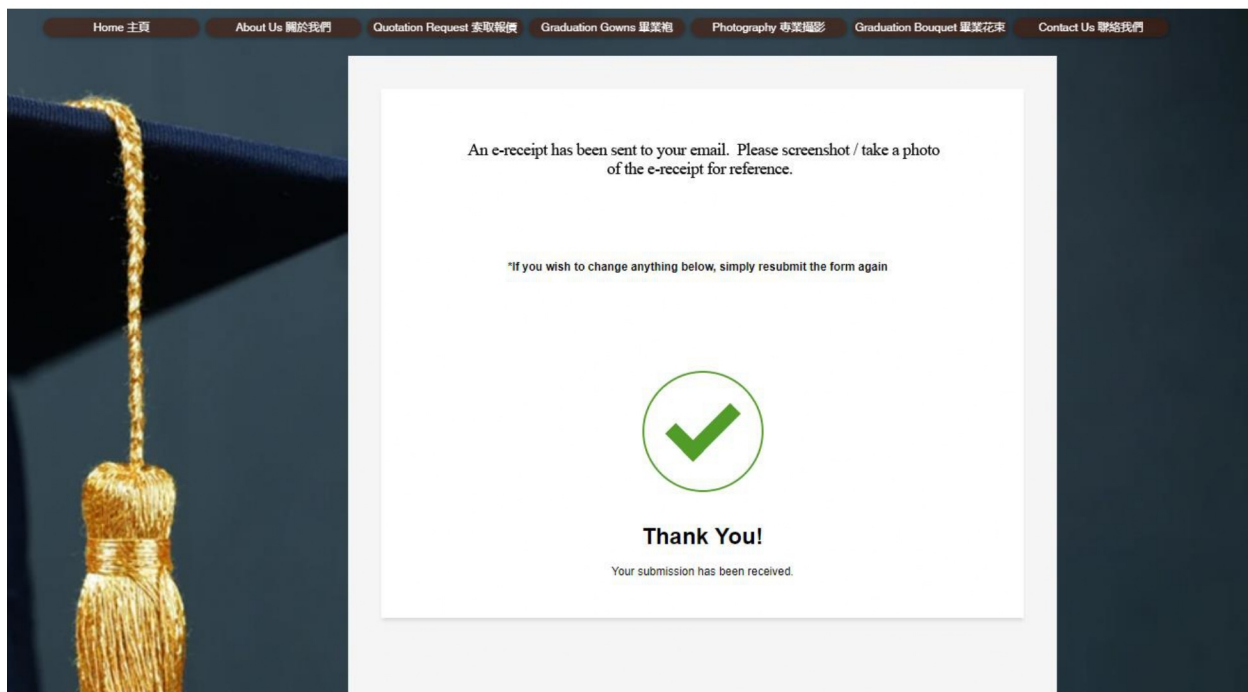


Clear

Submit

9. After reading the 'Rental Agreement' carefully and having understood the rental terms and conditions, you may now sign and submit the form as indicated.

7



10.

An e-receipt will be sent to your entered email (the email address that you have inputted at the start of the registration form). Please screenshot / take a photo of the e-receipt from your email for reference. It should look something like this:

Hong Kong University of Science and Technology (HKUST)
Gown Rental Registration Form 2024

Name	TYG
Mobile Number	123
Email	www.tyg.hk@gmail.com
Please input the first 5 digit of your student ID	12345
Choose Your Graduating Degree	Master
Master : Choose your School for your Hood Color	School of Science
Desired gown size	S (157cm~162cm)
I wish to collect my graduation gown set by:	(Store on HK Island) TBC. Monday to Saturday, 1pm to 7pm (CLOSED ON SUNDAYS ONLY)
Arrival Date (HK Island Store) - Date(s) will be blocked if daily visitor limit has been reached	20-10-2024
By signing below, I have read the rental terms and conditions and have agreed to all the terms said therein.	
	
Optional service: I would also like to...	Book photography (攝影服務)

If you can not locate it, type 'Jotform' in the search function of your email provider and please also check your Spam folder for the same name.

Please note that if you wish to purchase the graduation gown set, the above steps are similar, but instead of choosing the yellow button at Step 4, you now choose the Gown Purchase green button:



Simply follow the same steps on the form afterwards.

Good luck!

