OWU

Regalia Rental Request
Faculty, Administration and Staff

Please submit this form NO LATER THAN 6 Weeks Prior to the Event to Melanie Kalb, mtkalb@owu.edu or send to the Purchasing Department, University Hall, RM 018. Late orders may have additional shipping charges. Payment by check can be included with the order or may be paid at the time of pick up. Pick up regalia @ the Purchasing Dept. 2-3 days prior to the event.

CAP ( )
ONE SIZE
FITS MOST

GOWN ( )
Weight ________

HOOD ( )
Height ________

DEGREE OF GOWN
( ) Bachelor’s
( ) Master’s
( ) Doctor’s

HOOD DETAIL
Bachelor of ______________________
Master of ______________________
Doctor of ______________________
From __________________________
(College or University granting degree.)

**NOTE: REGALIA ORDERED AND PROCESSED CAN NOT BE CANCELLED. You are responsible for payment even if not used. Please return regalia to Purchasing Dept. in its original packaging the next business day following the ceremony.

SIGNED ___________________________________________ Date __________

Make check payable to Ohio Wesleyan University.

Associate’s or
Bachelor’s:  Cap & Gown $13.30
            Hood only  $13.30
            Cap, gown & hood $26.60

Master’s:   Cap & Gown $14.10
            Hood only  $14.10
            Cap, gown & hood $28.20

Doctor’s  Cap & Gown $15.35
            Hood only  $15.35
            Cap, gown & hood $30.70

NAME ___________________________
DATE PD. _______________________
AMOUNT ______________________

* NOTE: Prices are subject to change without notice.