

To all AUB Graduating Students

Dear graduating students in order to *pick up & return* your cap, gown & hood (Garment) for the commencement, kindly follow the steps below:

Caps, Gowns and Hoods Distribution

1. **Registrar's Office:** fill-in a "*Cap & Gown Registration Form*" at The Registrar's Office.
2. **Cashier's Office:** Take the form and proceed to pay the 60,000L.L. rental fees and the 150,000L.L. refundable deposit amounts at the Cashier's Office, during cashiers working hours.
3. **West Hall Basement - Room B20:** After payment, proceed with the *form* and the *receipt* to pick-up the cap, gown, & hood from West Hall Basement - Room B20 (ext. 3155) as per the schedule below:

Monday June 8th 2009 To Friday June 26th 2009

From 9:00 am To 12:00 pm

From 2:00 pm To 4:00 pm

From Mondays till Fridays (weekends not included)

Returning the Garments

1. **West Hall Basement – B20:** The garments can be returned after the commencement ceremony to West Hall Basement – B20 (ext. 3155) as per dates below:

Monday June 29th 2009 To Friday July 10th 2009

From 9:00 am To 1:00 pm

2. Graduates returning their caps, gowns & hoods after the above dates, will be charged a **penalty fee of 15,000L.L. for every month of delay and up till September 2009** that will be deducted from their deposit.

End of September 2009 will be the last date to return the garments. If you do not return them by that date, you would lose your 150,000 L.L. deposit.

3. Proceed to the **Cashier's Office** with the blue copy of the *Registration Form* and the *Receipt* for reimbursement of the 150,000 L.L. deposit. Kindly note that the 60,000 L.L. rental fee is not refundable.

*Congratulations and many best wishes for a prosperous future
from your University*