



香港科技專上書院 (非牟利)

Hong Kong Institute of Technology (Non-Profit Making)

Dear Graduates,
致應屆畢業生：

Notice of academic dress return / collection of certificates 歸還畢業袍 / 領取證書事宜

Date 日期:	Collection of certificates 領取證書	Academic dress return 歸還畢業袍
26/11/2015 (Thursday)	<ul style="list-style-type: none">• Period 時間： 0900 – 1230, 1330 – 1730• Venue 地點： Peak Castle Office*	N/A
27/11/2015 (Friday)	<ul style="list-style-type: none">• Period 時間： 0900 – 1300, 1400 – 1730• Venue 地點： Sham Shui Po Main Campus 深水埗總校	<ul style="list-style-type: none">• Period 時間： 0900 – 1300, 1400 – 1730• Venue 地點： Sham Shui Po Main Campus 深水埗總校
28/11/2015 (Saturday)	<ul style="list-style-type: none">• Period 時間： 1400 – 1730• Venue 地點： Sham Shui Po Main Campus 深水埗總校	<ul style="list-style-type: none">• Period 時間： 1400 – 1730• Venue 地點： Sham Shui Po Main Campus 深水埗總校
Other days (Starting from 30/11/2015) (Mon – Fri) (Except public holidays)	<ul style="list-style-type: none">• Period 時間： 0900 – 1230, 1330 – 1730• Venue 地點： Peak Castle Office*	N/A
Deposit and rental fee for the Academic Dress 畢業袍按金及借袍費用	<ul style="list-style-type: none">• <u>Yi Jin Diploma & Associate Degree Graduands:</u> <u>毅進文憑及副學士畢業生：</u> Deposit and rental fees of Academic Dress are waived. 豁免畢業袍按金及借袍費用。• <u>Degree Graduands & Graduands from other programmes:</u> <u>學士畢業生及其他課程畢業生：</u> Academic Dress Deposit 畢業袍按金: HK\$400 Rental Fee 借袍費用: HK\$150 (Non-refundable 不予退還)	

***Peak Castle Office: Room 301, 3/F, Park Building, 476 Castle Peak Road**

長沙灣青山道 476 號 3 樓 301 室



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REMARKS 注意事項

- If you are not available to return academic dress or collect the certificates, you may assign an appointee to assist you on the above issue. Please have the appointee to bring along the completed authorization letter and Hong Kong Identity Card for verification (A sample of the Authorization letter is attached)
- The Academic Dress is only suitable for dry cleaning since other cleaning methods may shrink the dress. Graduands are responsible for the damage caused by inappropriate cleaning methods
- Late return of the Academic Dress or Academic Dress in bad condition may not be accepted. Graduands will be required to purchase the dress and the deposit will not be redeemed. A penalty of HK\$200 will be charged for graduands with waived deposit and rental fees on the same case
- 如畢業生未能親身處理退還畢業袍或領取證書，閣下可委託授權人代辦處理，並帶同已填妥的授權書及身份證以作核對之用 (授權書樣版見附件)
- 畢業袍布料不適宜水洗，祇宜乾洗，因水洗會導致縮水或於脫水時導致磨白痕跡，如有以上情況，一律作禮袍破損論
- 逾時歸還畢業袍或畢業袍破損將被視作購買畢業袍，已繳交之按金將不作退回；被豁免畢業袍按金之畢業生如遇相同情況，則須繳付港幣二百元正作賠償

Should you have any enquiry, please feel free to contact us at 2782-2433, or email to graduation@hkit.edu.hk.

如有任何其他查詢，請致電 2782-2433，或電郵至 graduation@hkit.edu.hk。

Graduation Team, Hong Kong Institute of Technology
香港科技專上書院 畢業組

24th November 2015
2015 年 11 月 24 日



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Authorization Letter 授權書

To: Graduation Team, Hong Kong Institute of Technology
致： 香港科技專上書院畢業組

I hereby authorize _____ (HKID card no.: _____) to perform the following tasks on my behalf.

茲授權 _____ (身份證編號： _____) 代本人辦理以下項目：

Return of Academic Dress 歸還畢業袍

Student name 學生姓名	
Student number 學生編號	
Graduation Programme and Year 畢業課程及年份	

Student's Signature

學生簽署

Date

日期

請貼上學生證或香港身份證副本
PLEASE AFFIX STUDENT ID CARD
OR HKID CARD COPY HERE