

HIRING REGALIA

If you attend the graduation ceremony to receive your award, you must comply with CPIT's policy on regalia.

If you are receiving:	Do you have a previous degree?	You will need:
Certificate	No previous NZ degree	Gown, CPIT certificate scarf
	Yes – NZ degree	Gown, CPIT certificate scarf, hood for your previous NZ degree
	Yes – overseas degree*	Gown, trencher, CPIT certificate scarf
Diploma	No previous NZ degree	Gown, CPIT diploma scarf
	Yes – NZ degree	Gown, trencher, CPIT diploma scarf, hood for your previous NZ degree
	Yes – overseas degree*	Gown, trencher, CPIT diploma scarf
Graduate Diploma or Graduate Certificate	No previous NZ degree	Gown, trencher, CPIT diploma/certificate scarf
	Yes – NZ degree	Gown, trencher, CPIT diploma scarf, hood for your previous NZ degree
	Yes – overseas degree*	Gown, trencher, CPIT diploma scarf
Degree	No previous NZ degree	Gown, trencher, CPIT hood
	Yes – NZ degree	Gown, trencher, CPIT hood for your new degree

*Note:

- 1 Overseas regalia cannot be supplied.
- 2 If you already have a degree and are now receiving a CPIT degree, you must wear the hood for your new CPIT degree. It is not appropriate to wear two hoods.
- 3 Other NZ Polytechnic regalia cannot be supplied.

Korowai

For Māori and Te Puna Wānaka graduands, appropriate dress may include a Korowai.

COLLECTING REGALIA

Regalia hired for graduation is collected from the Federation of Graduate Women, Canterbury Branch, Arts Centre, Old Chemistry Basement (doors opposite YMCA cafe), Hereford Street, Christchurch.



Hours for collection:

9 am - 5 pm Wednesday 17 September

Hours for return:

11 am - 6 pm Thursday 18 September

Late arrivals to Christchurch

If you are from out of town and are unable to pick up your regalia on Wednesday 17 September, you can make alternative arrangements by phoning the Federation of Graduate Women on 03-366 2804.

Penalties for Late or Non Return

Late return means you will lose your \$20 deposit. Non return of regalia items means you will be charged at replacement cost which is:

Gown \$350

Hood \$165

Trencher \$80

Scarf \$80

REGALIA REFUND POLICY

If you notify CPIT that you are withdrawing from Graduation prior to the day of the ceremony, you will receive a full refund of your regalia hire costs including your \$20 bond. However, if you notify us on the day you are withdrawing or simply don't turn up, we will only refund the actual regalia hire costs and not the bond money. This \$20 is an administration cost.

To advise withdrawal from a graduation ceremony:

Phone: 03-940 8231 or email: graduation@cpit.ac.nz