

THEi Academic Gown

- You are required to wear an academic gown during the Graduation Ceremony. The gown hire and purchase service will be provided by the designated vendor, Tick Your Gown Limited (TYG).
- Please make an on-line reservation of the academic gown at TYG's website: <https://www.tyg.hk/thei> or at the QR code below:



- Below are the gown hire / purchase arrangements:

Period	Date, Time and Location	
	Gown Hire / Purchase	Gown Return
1	Date: 4 & 5 November 2024 Time: 3:00 p.m. – 8:00 p.m. Venue: S211, 2/F, THEi (Chai Wan)	Date: 12 December 2024 Time: 3:00 p.m. – 8:00 p.m. Venue: S211, 2/F, THEi (Chai Wan)
2	Date: 6 & 7 November 2024 Time: 3:00 p.m. – 8:00 p.m. Venue: Room 415, 4/F, THEi (Tsing Yi)	Date: 13 December 2024 Time: 3:00 p.m. – 8:00 p.m. Venue: Room 415, 4/F, THEi (Tsing Yi)

Notes:

- ONLY CASH** will be accepted for the gown hire / purchase.
 - Please refer to the [directional map](#) from the main entrance of IVE (Tsing Yi) to Room 415 for information.
 - Late requests will not be entertained.
 - Late return of the gown will be handled by TYG.
 - You may also make your own arrangements with TYG directly at 5166 3292 or via email at www.tyg.hk@gmail.com.
- Please note that there will be an overdue charge of HK\$50 / 30 days for late return of the gown. After the above stipulated deadlines, Graduands will have to return the gown to TYG at their offices with office locations and office hours given below:

Office Locations		Office Hours
Fo Tan Office	Unit 7, 5F, Hopeful Industrial Center, 10-16 Wo Shing Street, Fo Tan, New Territories, Hong Kong (Fo Tan MTR Exit D) 新界火炭禾盛街 10-16 號海輝工業中心 5 樓 507 室 https://goo.gl/maps/ASoWrQs7ZU462BR67	Tuesday to Sunday: 1:00 p.m. – 7:00 p.m. Monday: Closed *24-hour self-help gown return booth available
Hung Hom Office	Unit No. 7A, 9F, Tower A, Hunghom Commercial Centre, No. 39 Ma Tau Wai Road, Kowloon (Whampoa MTR Exit A / Ho Man Tin MTR Exit A2 / To Kwa Wan MTR Exit D1) 九龍紅磡馬頭圍道 39 號紅磡商業中 A 座 9 樓 7A 室 https://goo.gl/maps/3Agg4LUpBevFkvcV6	Monday to Saturday: 1:00 p.m. – 7:00 p.m. Sunday: Closed *24-hour self-help gown return booth available
Kwai Hing Office	Please visit TYG's website www.tyg.hk/contact for the latest Office Location.	Monday to Saturday: 1:00 p.m. – 7:00 p.m. Sunday: Closed (Service of the Kwai Hing Office will be available until 10 th January 2025)

- **A 24-hour graduation gown return booth will also be available for gown returns outside the Fo Tan and Hung Hom offices.** Graduands using the 24-hour booth service will be required to do the registration and complete the registration form by themselves there. After the graduation gown is returned, deposit paid will be fully refunded (if no late charge of damages to the gown is confirmed) within 30 working days. For location details, please refer to TYG's website at <https://www.tyg.hk/contact>. Enquiries concerning the gown return to TYG should be directed to TYG at 5166 3292.
- Besides, TYG will also request Graduands to pay for the gowns that are damaged during the hiring period. Graduands are therefore reminded to check the gown carefully during the hiring process and take good care of the gowns they hire, i.e. please do not throw your rented academic cap into the air for photo taking.

1. Academic Gown Hire and Purchase Service

- (1) Choose your preferred package and pay the price (**ONLY CASH** will be accepted) to the vendor directly when you hire / purchase the gown in the periods mentioned above.

Package	Price (HK\$) per Set	Details	Remarks
A Rent	\$600 (i) It includes \$100 hiring charge and \$500 deposit. (ii) The deposit (\$500) will be refunded to the graduate upon return of the whole set of gown without damage or dirt.	A set of academic gown, hood and mortarboard	(1) Hiring period: 60 days (2) Late charge: \$50 / 30 days (3) Damage penalty: - Reversible damages: cleaning fee will be charged for \$50 per item - Total loss per item: Gown: \$300 Hood: \$100 Cap: \$100 Up to the full deposit (\$500)
B Purchase (Individual)	\$500	A set of academic gown, hood and mortarboard	(not applicable)
C Purchase (Group)	\$480: For group purchase of 3 sets \$470: For group purchase of 5 sets \$450: For group purchase of 10 sets (Details please refer to TYG's website at https://www.tyg.hk/thei)	A set of academic gown, hood and mortarboard	(not applicable)





- (2) Bring your student ID card (or HKID card) and present it at the Gown Hire Counter at THEi Chai Wan Campus or THEi Tsing Yi Campus to acquire the service.
- (3) Retain the “Gown Hire Receipt” which will be issued to you via email when the gown is hired. You are required to present this receipt when you return the gown.
- (4) To protect the environment, please bring along your own bag to collect the gown.
- (5) If you are unable to attend the Graduation Ceremony but you would like to hire / purchase the gown, you are also welcome to come to the Gown Hire Counter during the above mentioned service period.

Authorisation

- (6) Your representative should bring along with him / her the following documents:
- Completed authorisation letter which can be obtained from the “Download Area” of the THEi's web-site www.thei.edu.hk/graduates, please also ensure your representative is aged 18 or above and he / she is required to produce the HKID card for verification;
 - Photocopy of your HKID card (for verification only); and
 - The confirmation email issued from the system to the Graduand.

2. Colorway of Hood and Sizes

Below are the colorway of hood and sizes of academic gown for your information:

Type of Award	Programme	Colorway of Hood
Bachelor of Arts (BA)	<ul style="list-style-type: none"> ✧ Bachelor of Arts (Honours) in Advertising ✧ Bachelor of Arts (Honours) in Culinary Arts and Management ✧ Bachelor of Arts (Honours) in Digital Advertising ✧ Bachelor of Arts (Honours) in Fashion Design ✧ Bachelor of Arts (Honours) in Hotel Operations Management ✧ Bachelor of Arts (Honours) in Landscape Architecture ✧ Bachelor of Arts (Honours) in Product Design ✧ Bachelor of Arts (Honours) in Professional Accounting ✧ Bachelor of Arts (Honours) in Public Relations and International Events Management ✧ Professional Diploma in Landscape Architecture^{Note1} 	 <p style="text-align: center;">Red</p>
Bachelor of Engineering (BEng)	<ul style="list-style-type: none"> ✧ Bachelor of Engineering (Honours) in Aircraft Engineering ✧ Bachelor of Engineering (Honours) in Building Services Engineering ✧ Bachelor of Engineering (Honours) in Civil Engineering ✧ Bachelor of Engineering (Honours) in Environmental Engineering and Management ✧ Professional Diploma in Building Services Engineering^{Note1} 	 <p style="text-align: center;">Blue</p>
Bachelor of Science (BSc)	<ul style="list-style-type: none"> ✧ Bachelor of Science (Honours) in Chinese Medicinal Pharmacy ✧ Bachelor of Science (Honours) in Food Science and Safety ✧ Bachelor of Science (Honours) in Horticulture, Arboriculture and Landscape Management ✧ Bachelor of Science (Honours) in Health Care ✧ Bachelor of Science (Honours) in Information and Communications Technology ✧ Bachelor of Science (Honours) in Multimedia Technology and Innovation ✧ Bachelor of Science (Honours) in Nutrition and Healthcare Management ✧ Bachelor of Science (Honours) in Surveying ✧ Bachelor of Science (Honours) in Testing and Certification 	 <p style="text-align: center;">Green</p>
Bachelor of Social Sciences (BSocSc)	<ul style="list-style-type: none"> ✧ Bachelor of Social Sciences (Honours) in Sports and Recreation Management 	 <p style="text-align: center;">Purple</p>

Note 1: The programme is recognised under Qualification Framework at Level 5.



Size 尺碼	39"	42"	45"	48"	51"	54"	57"
Shoulder Width 肩闊	15 1/2	15 1/2	17	17	17	17	17
Length 衫長	39 XS	42 S	45 M	48 L	51 XL	54 XXL	57 XXXL
Sleeves Length 袖長	20 1/2	21 1/2	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2
Relative Heights (For Reference Only) 相對高度(只供參考)	4'6" - 4'8"	4'9" - 4'11"	5'0" - 5'2"	5'3" - 5'5"	5'6" - 5'8"	5'9" - 5'11"	> 6'0"

3. Academic Gown Returning

- (1) You must bring along (a) your student ID card (or HKID card) and (b) "Gown Hire Receipt" (which will be given to you when you hire the gown from TYG) when you return the gown.
- (2) TYG will issue a "Return Receipt" upon your return of the gown.
- (3) You must keep the "Return Receipt" as an evidence of having returned the gown until the deposit is refunded to you.
- (4) As mentioned in the above, a 24-hour graduation gown return booth will also be available for gown returns outside the Fo Tan and Hung Hom offices. Location details please refer to TYG's website at <https://www.tyg.hk/contact>. Enquiries concerning the gown return to TYG should be directed to the TYG at 5166 3292.

Loss and Damage

- (1) All rented sets of the gowns, i.e. cap, hood and gown, must be returned to TYG in a good condition. The deposit (\$500) will be refunded to you upon return of the whole set of gown without lateness, damage or dirt.
- (2) A late charge of HK\$50 per 30 days will be incurred if you return the gown after the hiring period. The damage penalty can be up to the full deposit amount (HK\$500).
- (3) Enquiries concerning the gown hire / purchase services should be directed to the Registry of THEi at 3890 8000 or via email: thei-reg@thei.edu.hk or TYG at 5166 3292.