

THEi Academic Gown for Undergraduate and QF Lv5 PCPD Programmes

Annex 3

- During the Ceremony, you are required to wear an academic gown which is available for hiring / purchasing from the designated vendor, Tick Your Gown Limited (TYG).
- Starting from 23 September 2026, Graduands can collect and return the hired gown at any of the four designated offices of TYG with prior arrangement. Please directly contact TYG at tel. 5166 3292 or via email at www.tyg.hk@gmail.com to make your own appointment. The locations and opening hours of the offices of TYG are listed in the next table
- 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:
 - (i) Visit TYG's Office in-person:

Office Locations of TYG		
Location		Opening Hours
Fo Tan Office	Unit 7, 5F, Hopeful Industrial Centre, 10 – 16 Wo Shing Street, Fo Tan, New Territories, Hong Kong (Fo Tan MTR Exit D)	Tuesday to Sunday: 1:00 p.m. – 7:00 p.m. Monday and Public Holidays: Closed *24-hour self-help gown return booth available
To Kwa Wan Office	Unit F2, 11/F, Gee Chang Industrial Building 108, Lok Shan Road, To Kwa Wan, Kowloon, Hong Kong	Monday to Saturday: 1:00 p.m. – 7:00 p.m. Sunday and Public Holidays: Closed *24-hour self-help gown return booth available
Kwai Hing Office	Room A11, 5/F, Ching Cheong Industrial Building, 1-7 Kwai Cheong Road, Kwai	Monday to Saturday: 1:00 p.m. – 7:00 p.m.

	Chung New Territories, Hong Kong (Kwai Hing MTR Exit A)	Sunday and Public Holidays: Closed
Sheung Wan Office	Unit 4, 5F, Chung Ying Building, 20 Connaught Rd W, Sheung Wan (Sheung Wan MTR Exit C)	Wednesday to Sunday: 1:00 p.m. – 7:00 p.m. Monday, Tuesday and Public Holidays: Closed

(ii) Visit THEi Chai Wan or Tsing Yi Campus in-person:

Date, Time and Location at THEi Chai Wan and Tsing Yi Campus		
Period	Gown Hire / Purchase	Gown Return
1	Date: 3 & 4 November 2026 Time: 3:00 p.m. – 8:00 p.m. Venue: S211, 2/F, THEi (Chai Wan)	Date: 10 December 2026 Time: 3:00 p.m. – 8:00 p.m. Venue: S211, 2/F, THEi (Chai Wan)
2	Date: 5 & 6 November 2026 Time: 3:00 p.m. – 8:00 p.m. Venue: Room C215a, 2/F, Block C, VTC Tsing Yi Complex	Date: 11 December 2026 Time: 3:00 – 8:00 p.m. Venue: Room C215a, 2/F, Block C, VTC Tsing Yi Complex

Notes:

- “Gown” refers to one set of academic regalia, inclusive of gown, hood and mortarboard.
 - The standard rental charge for one set of UG gown is HK\$90 / 60 days.
 - The deposit of gown for HK\$500 / UG gown, which is refundable if the hired items are returned without any damage.
 - Cash, AlipayHK, FPS and PayMe will be accepted for the gown hire / purchase.
 - Late return of the gown will be handled by TYG.
 - The overdue charge for late return of the gown is HK\$90 / 7 days (for UG).
 - The purchase price of UG gown is HK\$500 / gown.
 - You may authorise a representative to hire / purchase the academic gown on your behalf. Please download the Letter of Authorisation.
- **A 24-hour graduation gown return booth will also be available for gown returns outside the Fo Tan and To Kwa Wan offices.** Graduands using the 24-hour booth service will be required to do the registration and complete the registration form by themselves on the spot. 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 tel. 5166 3292.

- Besides, TYG will request Graduands to pay for the gowns that are damaged during the hiring period. Graduands are therefore reminded to check the gown carefully when collecting the hired items and take good care of the gowns they hire. Please do NOT throw your hired mortarboard into the air for photo taking which might cause damages to the corners of the mortarboard.

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	\$590 (i) It includes \$90 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: \$90 / 7 days (3) Damage penalty: - Reversible damages: cleaning fee will be charged for \$50 per item - Total loss per item: Gown: \$300 Hood: \$100 Mortarboard: \$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	A set of academic gown, hood and mortarboard	(not applicable)

- (2) Bring your student ID card (or HKID card) and present it at the designated offices of TYG, or the Gown Hire Counters at THEi Chai Wan Campus and 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) In support of environmental protection, 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 TYG Offices or the Gown Hire Counters during the above-mentioned service period.

Authorisation

- (6) Your representative should bring along with him / her the following documents:
- (i) Completed authorisation letter which can be obtained from THEi's web-site <https://thei.edu.hk/thei-graduation-ceremony/>. Please also ensure your representative is aged 18 or above and he / she is required to produce his / her HKID card for verification;
 - (ii) Photocopy of your HKID card (for verification only); and
 - (iii) 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)	✧ Bachelor of Arts (Honours) in Culinary Arts and Management ✧ Bachelor of Arts (Honours) in Cinematic Arts and Technology ✧ 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}	 Red
Bachelor of Engineering (BEng)	✧ Bachelor of Engineering (Honours) in Aircraft Engineering ✧ Bachelor of Engineering (Honours) in Building Services Engineering ✧ Bachelor of Engineering (Honours) in Civil Engineering ✧ Professional Diploma Meister in Power Electrical Engineering^{Note1} ✧ Professional Diploma in Building Services Engineering^{Note1}	 Blue
Bachelor of Science (BSc)	✧ Bachelor of Science (Honours) in Chinese Medicinal Pharmacy ✧ Bachelor of Science (Honours) in Food Science and Safety ✧ Bachelor of Science (Honours) in Green Engineering and Sustainability ✧ Bachelor of Science (Honours) in Horticulture, Arboriculture and Landscape Management ✧ 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	 Green

Type of Award	Programme	Colorway of Hood
Bachelor of Social Sciences (BSocSc)	✧ Bachelor of Social Sciences (Honours) in Sports and Recreation Management	 Purple

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 evidence of having returned the gown until the deposit is refunded to you.
- (4) As mentioned above, a 24-hour graduation gown return booth will also be available outside each of the Fo Tan and To Kwa Wan offices. For location details, please refer to TYG’s website at <https://www.tyg.hk/contact>. Enquiries concerning the gown return should be directed to the TYG at tel. 5166 3292.

4. Loss and Damage

- (1) All the hired items in a gown set, i.e. mortarboard, hood and gown, must be returned to TYG in good condition. The deposit (HK\$500) will be refunded to you upon return of the whole set of gown without delay, damage or dirt.
- (2) A late charge of HK\$90 per 7 days will be incurred if you return any item(s) of the gown set after the last day of 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 tel. 3890 8000 or via email: thei-reg@thei.edu.hk or TYG at tel. 5166 3292.