

## **NATIONAL TAIWAN UNIVERSITY**

### **Directives for Graduation Gown Rentals**

March 25, 2003 Passed by the 2,285<sup>th</sup> Administrative Meeting

- Article 1 The National Taiwan University (NTU or “the University”) *Directives for Graduation Gown Rentals* (“the Directives”) are formulated to establish a system for graduation gown rentals and the management thereof.
- Article 2 The NTU graduation gowns for bachelor’s, master’s, and doctoral degree graduates shall be managed by the Property Management Division, Office of General Affairs.
- Article 3 Students graduating in the current academic year shall be given priority in renting graduation gowns for the graduation ceremony.
- Article 4 A security deposit is required for students who wish to rent a graduation gown after they have already completed the school-leaving procedures.
- Article 5 Students who wish to rent a graduation gown shall do so at the designated location within the prescribed period after paying the cleaning fee, and shall return the graduation gown by the designated deadline.
- Article 6 Graduation gowns shall be returned by the designated deadline. Late returns will result in a late fee of NT\$50 per day (excluding holidays; a delay of less than one day shall count as one day); however, the total late fee shall not exceed the price of the graduation gown. The University may directly deduct the late fee from the security deposit, if applicable.
- Article 7 Renters shall exercise due care over the rented graduation gown and shall indemnify the University for loss of or damage to the rented item.
- Article 8 Renters shall return the rented graduation gown before proceeding with the school-leaving procedures and receiving a refund of the security deposit.
- Article 9 The Directives shall be passed by the Administrative Meeting and then implemented. The same shall apply when amendments are made.