**Trinity Theological College**

**LOAN OF ACADEMIC GOWNS / HOODS**

**To: The Academic Dean’s Office (*fill in form and email to*** **academicdean@ttc.edu.sg****)**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Fee** | **GST 7%** | **Dry Cleaning** | **Per** **Item** | **No.****Item** | **AmountCollected** |
| 1 | Academic Gown | $20 | $1.40 | $12.00 | $33.40 |  |  |
| 2 | DTh Gown | $20  | $1.40  | $45.00  | $66.40  |   |  |
| 3 | Hood | $10  | $0.70  | $12.00 | $22.70  |  |  |
| **Deposit** (Refund upon return) |
|  1 | **Gown** | **$50** | **-** | **-** | **$50** |   |  |
| 2 | **Hood** | **$40**  | **-** | **-** | **$40** |  |  |
| **Total** |  |

Please specify gown size(s) and hood type(s):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Size** | **By Height** | **No. of Gowns** | ***Office Use:*** ***On return*** | **Hood** | **No. of Hoods** | ***Office Use:*** ***On return*** |
| Small | <1.5m |  |  | BD |  |  |
| Medium | >1.51m |  |  | MDIV |  |  |
| Large | >1.68m |  |  | MTS |  |  |
| Very Large | >1.75m |  |  | MMIN |  |  |
|  |  |  |  | MTH |  |  |
|  |  |  |  | DTH |  |  |

**Note :**

* Duration of rental : One week.
* If the gowns/hoods are lost or spoiled, TTC will bill the undersigned for the full cost of a new gown/hood.
* Approval for loan of DTh gown and hood are subject to their availability.

**RETURN OF ACADEMIC GOWNS / HOODS**

Admin Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Refund Amount: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Returnee’s Name/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Dean’s Office Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_