



The Hong Kong Polytechnic University
14th Congregation
Gown Returning Arrangements 2008

- Graduates should return the gowns **from 23 October 2008 to 19 November 2008** at the selected laundry shops. Please refer to *Appendix 1* for the opening hours and locations.
- For Chinese mainland/Overseas Graduates, they should return the gown to their Faculty/School offices concerned direct after the ceremony.

Late Return Charges

- If you do not return the gown by **19 November 2008**, you will be charged an overdue fee of **HK\$60** per calendar week.

<u>Date of Return</u>	<u>Overdue charges</u>
20-26 November 2008	\$60
27 November – 3 December 2008	\$120
4 -10 December 2008	\$180
11-17 December 2008	\$180+ HK\$60 per week

- Gowns returned **after 19 November 2008** should be made at the AS Service Centre, Room M101, 1/F of Li Ka Shing Tower during office hours (Monday - Friday: 9:00 a.m. - 7:00 p.m.; Saturday: 9:00 a.m. - 12 noon; Sunday and Public Holiday: closed). You will have to pay for the appropriate amount of overdue fee when you return the gown. The overdue fee will be charged up to a maximum amount equivalent to the cost of the gown.

Damaged/Lost Gown Charges

- Alterations to the academic gown or attachments in any form are strictly forbidden. Graduates will be charged for the cost of the items if they are damaged/lost.
- For any damage/loss of the gown reported to the Academic Secretariat on or before Wednesday, 19 November 2008, a maximum amount equivalent to the purchase price of the gown will be charged.
- For any damage/loss of the gown reported to the Academic Secretariat after Wednesday, 19 November 2008, a penalty charge of HK\$60 per week will be imposed in addition to the purchase price of the gown:

	Cap	Hood	Gown
Sub-degree Awards	-	-	\$250
Bachelor's Degrees	\$70	\$100	\$250
Postgraduate Awards (PgD, PgC)	-	\$100	\$300
Master's Degrees (including MPhil)	\$70	\$100	\$300
Doctoral Degrees	\$70	\$100	\$300

- If you do not return the gown or settle the overdue fee, you will not be issued the Academic Award Parchment.

Enquiries

Email: ascong@polyu.edu.hk

Telephone: 2766 5151/2766 5155



**Timetable and Venue for Gown Return at
Quality Dry-Clean 優質乾洗會 (優質洗衣有限公司)**

Opening Hours	Area	Shop	Nearest MTR Exits	Address
23 Oct - 16 Nov 08 10:00am - 7:00pm	HK Island 香港區	Aberdeen Centre 香港仔中心		Shop 3D, 1/F., Site 1 Aberdeen Centre, H.K. 香港仔中心第一期一樓 3D 號舖
		Jervois Street 蘇杭街	Sheung Wan Station 上環站 (A2 出口)	G/F., 109 Jervois Street, Sheung Wan, H.K. 上環蘇杭街 109 號地下
		Kwan Yick 均益		Shop No. 47, G/F, Kwan Yick Building Phase 2, 343 Des Voeux Road West, H.K. 西環德輔道西 343 號, 均益大廈第二期地下 47 號舖
		Kornhill Plaza 康怡廣場	Tai Koo Station 太古站 (B 出口)	Shop 13, G/F., 18 Hong On Street, Kornhill, H.K. 鯽魚涌康怡花園 18 號康安街地下 13 號舖
		Royal Terrace 鯽魚涌御皇臺	Quarry Bay Station 鯽魚涌站 (B 出口)	Shop 6, G/F., Royal Terrace, 933 King's Road, H.K. 英皇道 933 號御皇臺地下 6 號舖 (日本城附近)
		Wanchai Road 灣仔道	Wanchai Station 灣仔站 (A3 出口)	Shop D, G/F., 181A - 181G, Wanchai Road, H.K. 灣仔灣仔道 181A-181G 號地下 D 舖
	Kowloon 九龍區	Amoy Plaza 牛頭角淘大商場	Kowloon Bay Station 九龍灣站 (A 出口)	Shop No. G338, G/F., Phase III, Amoy Plaza, 77 Ngau Tau Kok Road, Kln. 牛頭角道 77 號淘大商場三期地下 G338 號舖
		Banyan Mall 泓景台	Lai Chi Kok Station 荔枝角站 (C 出口)	Shop 4B, G/F, Banyan Mall, 863 Lai Chi Kok Road, Cheung Sha Wan, Kln. 長沙灣荔枝角道 863 號泓景臺地下 4B 號舖
		Granville Road 加連威老道	East Tsim Sha Tsui 尖東站 (P2 出口)	Shop 33, G/F., Hilton Towers, 96 Granville Road, Tsim Sha Tsui, Kln. 尖沙咀加連威老道 96 號希爾頓大廈地下 33 號舖
		Liberty Avenue 自由道	Mong Kok East Station 旺角東站 (A 出口)	Shop C4, G/F., Sunland Court, Nos.6 & 8 Liberty Avenue, Kln. 何文田自由道 6-8 號新麟閣地下 C4 舖
		Rhythm Garden 采頤花園	Diamond Hill Station 鑽石山站 (B 出口)	Shop 645, Rhythm Garden, 242 Choi Hung Road, Kln. 彩虹道 242 號采頤花園 645 號地舖
		Sceneway Plaza 匯景花園	Lam Tin Station 藍田站 (B 出口)	Shop 221D, Unit 1, Level 5 Sceneway Plaza, Lamtin, Kln. 觀塘匯景商場 221D 號舖
	New Territories 新界區	Belvedere Garden 麗城二期	Tsuen Wan West Station 荃灣西站 (A 出口) *	Shop 221A on 2/F., Belvedere Garden Shopping Centre, Belvedere Garden Phase 2, N.T. 荃灣麗城花園 II 期 2 樓, 221A 舖
		Discovery Park 愉景新城	Tsuen Wan Station 荃灣站 (A3 出口)	Shop 43A, Level 1, Discovery Park, Commercial Centre, Tsuen Wan, N.T. 荃灣愉景新城商場第一層 43A 舖
		Ma On Shan Plaza 海柏花園	Ma On Shan Station 馬鞍山站 (A 出口)	Shop 2110B, Level 2, Ma On Shan Plaza, Bayshore Towers, Ma On Shan, N.T. 馬鞍山廣場海柏花園 2 樓 2110B 號舖
		Nam Fung Plaza 南豐廣場	Hang Hau Station 坑口站 (B2 出口)	Shop A, 09, G/F, Nam Fung Plaza, 8 Pui Shing Road, Tseung Kwan O, N.T. 將軍澳南豐廣場地下 A 舖 09 號
		Rambler Plaza 藍澄灣	Tsing Yi Station 青衣站 (C 出口) *	Shop 14, Level 1, Rambler Plaza, 1 Tsing Yi Road, Tsing Yi, N.T. 青衣青衣路 1 號藍澄灣商場 1 樓 14 號舖
		Tai Wai 大圍積富街	Tai Wai Station 大圍站 (A 出口)	Shop B, G/F., Chik Kin Mansion, 35-47 Chik Fu Street, Tai Wai, Shatin, N.T. 大圍積富街 35-47 號積健樓地下

* 需轉乘其他交通工具



Opening Hours	Area	Shop	Nearest MTR Exits	Address
17 - 19 Nov 2008 10:00am - 7:00pm last 3 days	HK Island 香港區	Kornhill Plaza 康怡廣場	Tai Koo Station 太古站 (B 出口)	Shop 13, G/F., 18 Hong On Street, Kornhill, H.K. 鰂魚涌康怡花園 18 號康安街地下 13 號舖
	Kowloon 九龍區	Amoy Plaza 牛頭角淘大商場	Kowloon Bay Station 九龍灣站 (A 出口)	Shop No. G338, G/F., Phase III, Amoy Plaza, 77 Ngau Tau Kok Road, Kln. 牛頭角道 77 號淘大商場三期地下 G338 號舖
		Granville Road 加連威老道	East Tsim Sha Tsui 尖東站 (P2 出口)	Shop 33, G/F., Hilton Towers, 96 Granville Road, Tsim Sha Tsui, Kln. 尖沙咀加連威老道 96 號希爾頓大廈地下 33 號舖
	New Territories 新界區	Discovery Park 愉景新城	Tsuen Wan Station 荃灣站 (A3 出口)	Shop 43A, Level 1, Discovery Park, Commercial Centre, Tsuen Wan, N.T. 荃灣愉景新城商場第一層 43A 舖
		Tai Wai 大圍積富街	Tai Wai Station 大圍站 (A 出口)	Shop B, G/F., Chik Kin Mansion, 35-47 Chik Fu Street, Tai Wai, Shatin, N.T. 大圍積富街 35-47 號積健樓地下

Customer Service hotline for Quality Dry-Clean: 9025 9521
(23 October 2008 - 19 November 2008, 9:00 a.m. - 8:00 p.m.)

How to Return

- Step 1. Return the full set of academic gown including the hood and the cap at the selected laundry shop above during the designated gown returning period (only 5 shops will be available in the last three days). You can arrange your representatives to return the gown for you.
- Step 2. Present your gown hiring receipt (issued at Gown hiring counter/at the courier box) to the laundry shop assistant to facilitate accurate record transfer.
- Step 3. The laundry shop assistant will check if the academic gown is damaged/lost and will put down the information in the receipt. A maximum amount equivalent to the purchase price of the gown will be charged if the gown is damaged or lost.
- Step 4. You will receive a gown return receipt issued by the laundry shop assistant for confirming the returned items. Keep this receipt with you as an evidence for returning the gown.

Note If you do not return the gown by **19 November 2008**, you will be charged an overdue fee of HK\$60 per calendar week. Gowns returned after 19 November 2008 should be made at the AS Service Centre at Room M101, 1/F of Li Ka Shing Tower during office hours (Monday - Friday: 9:00 a.m. - 7:00 p.m.; Saturday: 9:00 a.m. - 12:00 noon). You will have to pay for the appropriate amount of overdue fee when you return the gown. The overdue fee will be charged up to a maximum amount equivalent to the cost of the gown.

If you do not return the gown or settle the overdue fee, you will not be issued the **Academic Award Parchment**.

To save your queue-up time, graduates should avoid returning gowns at the last day
(i.e. 19 November 2008)!