

Graduation Attire Information

Dear **MANCOSA** Graduate,

Congratulations on your graduation and everything of the best in your future endeavours!

BirchPro has been contracted by **MANCOSA** to provide you with your academic attire and will be at the Graduation Fair and Graduation Venues with the prescribed academic attire.

HIRING AND PURCHASING OF ACADEMIC WEAR

Hiring: EFT or SnapScan the Full Payment Value using as the Payment Reference: Your Student Number - Surname.

Hires will only be available for collection at the Graduation Fair or the Graduation Venue. Please bring your

Proof of Payment with when collecting your attire.

A **R100 Refundable Deposit per item** is included in the below hire rates below. (Refund EFT Process details on Page 2)

QUALIFICATION	ITEM/S	PAYMENT	Hire Breakdown
CERTIFICATE	GOWN ONLY	R 250.00	(R150 Hire + R100 Deposit)
DEGREE, HONOURS, POSTGRADUATE AND MASTERS	SET: GOWN AND CAP	R 400.00	(R200 Hire + R200 Deposit)
	GOWN ONLY	R 250.00	(R150 Hire + R100 Deposit)
	CAP ONLY	R 190.00	(R90 Hire + R100 Deposit)
DOCTORS	SET: GOWN AND BONNET	R 500.00	(R300 Hire + R200 Deposit)
	GOWN ONLY	R 320.00	(R220 Hire + R100 Deposit)
	BONNET ONLY	R 310.00	(R210 Hire + R100 Deposit)

Purchasing:

(Refer to Page 3 for more details)

Collect your order from campus/graduation Venue.

Or Courier/Delivery before Graduation: **available on request.**

NOTE: Delivery Orders for Purchase only close 25 April 2025

to ensure time for delivery/collection

Collection on Campus/Graduation Venue:

EFT Payment as per **Purchase Prices on Page 3** with **Student Number & Surname as Payment Reference.**

e-mail Proof of Payment to: sales@birchpro.co.za

Collect at Venues per dates & time below.

COLLECTION ON CAMPUS/GRADUATION VENUE INSTRUCTIONS

Hire orders for campus or Graduation venue collection only. Please arrive early to avoid queues

When collecting your order, we will fit you out on your arrival (don't forget your **Proof of Payment**).

If you **cannot collect your attire yourself**, please provide the person collecting with your following measurements:

Full height - Top of head to toes (Between 1.45m & 2.10m). **All round Head Circumference** - Around the head above the ears (between 53cm & 63cm).

ATTIRE COLLECTIONS:

CITY	VENUE	DATE	COLLECTION TIME
CAPE TOWN	MANCOSA CAMPUS (Graduation Fair)	9 MAY 2025	08h00 to 16h00
CAPE TOWN	GRADUATION VENUE	10 MAY 2025	Session One: 07h00 – 09h00 Session Two: 11h00 – 13h00
JOHANNESBURG	MANCOSA CAMPUS (Graduation Fair)	19 MAY 2025	08h00 to 16h00
JOHANNESBURG	GRADUATION VENUE	20 to 23 MAY 2025	Session One: 07h00 – 09h30 Session Two: 11h00 – 13h30
DURBAN	MANCOSA CAMPUS (Graduation Fair)	26 MAY 2025	08h00 to 16h00
DURBAN	GRADUATION VENUE	27 to 28 MAY 2025	Session One: 07h00 – 09h30 Session Two: 11h00 – 13h30

ATTIRE HIRE RETURNS: Graduation attire must be returned immediately after your graduation

CITY	VENUE	DATE	TIME
CAPE TOWN	GRADUATION VENUE	10 MAY 2025	On Graduation Day (up until 17h00)
JOHANNESBURG	GRADUATION VENUE	20 to 23 MAY 2025	On Graduation Day (up until 17h00)
DURBAN	GRADUATION VENUE	27 to 28 MAY 2025	On Graduation Day (up until 17h00)

Refund: A refund of **R100.00 per hired item returned will be paid into your bank account.**

NB: You will be liable for any damaged items or late returns, to the full retail price of the item (Pg 3). Hire fees do not cover the value of your outfit.

PAYMENT INSTRUCTIONS

EFT or SnapScan the full amount into our bank account, as per the Purchase prices on Page 3 or Hire prices above. Bring ORIGINAL (HARD-COPY) Proof of Payment with you when collecting your attire.

NB: REFERENCE YOUR PAYMENT WITH YOUR STUDENT NUMBER AND SURNAME, OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME.

Bank: **Standard Bank** Account Name: **BIRCHPRO**
Branch Code: **05 10 01** Account Number: **032 745 974**
Reference: **STUDENT NUMBER - SURNAME**

STUDENTS RESIDING OUTSIDE OF SOUTH AFRICA:

Please Do **Not** make a payment into our bank account from a Bank outside of South Africa.

You **may pay via debit or credit card at the campus/venue** when arriving to attend your graduation ceremony.

THE DEPOSIT REFUND PROCESS

Dear Graduand,

Please note **NO CASH REFUNDS** will be paid out on Campus/ at the Graduation Venue.
All refunds will be paid out electronically by **EFT to the Bank Account you provide**.
The refund process only begins once we have confirmed you have returned your graduation attire.

LOCAL STUDENTS:

You will require a valid local bank account and a valid local cell phone number. Please follow the 5 Step Refund Procedure below.

INTERNATIONAL STUDENTS:

If you do not have a local bank account, please e-mail a copy of your passport to sales@birchpro.co.za prior to your ceremony in order to have your refund processed. If you have a local bank account please follow the 5 Step Refund Procedure below.

5 STEP DEPOSIT REFUND PROCEDURE

Step One:

You will receive an **SMS from us** requesting your banking details.

Step Two:

You will **send us your banking details** via SMS.

Please reply promptly with your **BANK NAME** and **ACCOUNT NUMBER**. For *example*: STANDARD BANK, 032 745 974.

DO NOT send credit card details. Only current, savings or cheque account details will be accepted.

Step Three:

You will receive an **SMS asking you to confirm** your banking details sent in Step Two.

Step Four:

You will **confirm your banking details** via SMS (this is done to **double-check** your details).

- If you are satisfied that your banking details are **correct**, your **SMS reply will be: YES**.
- If you are not satisfied that your banking details are correct (**incorrect**), your **SMS reply will be: NO** and you will receive the Step One SMS again and **repeat** the process of confirming your banking details.

Step Five:

You will receive a final confirmation SMS that your banking details are on our system.

Payment will be made to the account number provided within **72 hours** of the receipt of the

FINAL CONFIRMATION SMS (Step 4).

Should you experience any difficulty with the refund process please e-mail us at sales@birchpro.co.za

Terms and Conditions:

- MANCOSA has appointed BirchPro as an independent service provider for the hire and sale of graduation attire.
- MANCOSA does not process or store any personal or financial information related to this order form.
- MANCOSA is not liable for any:
 - Errors or delays in processing payments or refunds by BirchPro.
 - Loss, theft, or damage to academic attire once collected by the student.
 - Delivery issues caused by third-party courier services.
- Any disputes regarding payment, refunds, or attire must be directed to BirchPro.
- By submitting this order form, the student indemnifies MANCOSA against any claims, losses, or damages arising from transactions with BirchPro.
- Late returns may incur a R50 per day fee. Shipping of late returns will be at the customers cost.

PURCHASE ORDER FORM
MANCOSA Graduation, May 2025

PRICE LIST: ONLY COMPLETE FORM IF YOUR ORDER IS TO BE DELIVERED

For Purchases to be collected at Venue

To ensure that your order is legible please write clearly in block letters with a black pen/complete digitally

Surname:	_____	Qualification:	_____
Initials:	_____		
Student Number:	_____	ID Number:	_____
Postal Address:	_____	Cellphone Number:	_____
	_____	Landline Number:	_____
Postal Code:	_____	E-mail Address:	_____

MESUREMENTS (MARK WITH A 'X')															
Correct measurements are vital to you receiving the right size.															
Height:	Full height - Top of head to toes	(Metres)	1.45	1.5	1.55	1.6	1.65	1.7	1.75	1.8	1.85	1.9	1.95	2	2.1
Bust/Chest:	All round chest measurement	(Inches)	32	34	36	38	40	42	44	46	48	50	52	54	56
Head:	Around the head ABOVE the ears	(cms)	53	54	55	56	57	58	59	60	61	62	63		

PURCHASE PRICES			
Please tick in the customer use column next to the items you require.			
Qualification		Purchase Price	Customer Use Mark "X"
CERTIFICATE	GOWN ONLY	R 940.00	
DEGREE, HONOURS, POSTGRADUATE AND MASTERS	SET: GOWN AND CAP	R 1200.00	
	GOWN ONLY	R 940.00	
	CAP ONLY	R 345.00	
DOCTORS	SET: GOWN AND BONNET	R 4300.00	
	GOWN ONLY	R 2450.00	
	BONNET ONLY	R 1100.00	
DELIVERY FOR 1 TO 2 ITEMS	POSTNET COUNTER TO COUNTER	R 110.00	
	COURIER DOOR TO DOOR	R 265.00	

PAYMENT INSTRUCTIONS:

Bank: **Standard Bank**
Account Name: **BIRCHPRO**
Branch Code: **05 10 01**
Account Number: **032 745 974**
Payment Reference:
Surname and Student Number

REQUIREMENTS	
CERTIFICATE	GOWN ONLY
DEGREE, HONOURS, POSTGRADUATE AND MASTERS	GOWN AND CAP
DOCTORS	GOWN AND BONNET
COLLECTION / DELIVERY	
HIRING:	To be collected on campus/graduation venue only
PURCHASING:	You may collect on campus /graduation venue (recommended), or have your delivered via courier. An SMS advising your parcel's tracking number will be sent to you within 5 working days.