**中原大學111學年度學位服借還說明事項**

**Degree service**

**一、流程說明：（所有作業時間12：30 〜16：00）**

**1. Process description: (all work time 12:30 ~ 16:00)**

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| 作業流程Process**1→4** | **租借部分Rent** | **歸還部分Return** |
| **1、繳費領單****Payment receipt** | **2、持單領借****Rent** | **3、持單歸還****Return** | **4、持單退費****Refund** |
| 作業地點Location | **出納組（維澈1F）****Cashier's Office(Dickson Lee1)** | **真知教學511****Chen Chih Hall511** | 真知教學511**Chen Chih Hall511** | 出納組（維澈1F）**Cashier's Office(Dickson Lee1)** |
| 時段一Time1 | **3月21日、22日（星期二、三）2天****March 21th and 22th (Tuesday and Wednesday) 2days** | **6月05~07日（星期一～三）3天****June 05-07 (Monday to Wednesday ) 3 days** |
| 時段二Time2 | **5月01日（星期一）1天****May 01 (Monday) 1 day** | **6月28日（星期三）1天****June 28 (Wednesday) 1 day** |
| 時段三Time3 | **5月19日、26日（星期五）2天****May 19, 26 (Friday) 2 days** | **extend the lease of academic service** **6/29-7/27上班時間至維澈樓503室歸還學位服****June 29 ~July27 (returned to Dickson Lee Hall Room 503 during working hours)** |
| 提醒Notice | * **畢業典禮日期為112年6月03日（星期六）**

**The graduation ceremony date is June 03, 112 (Saturday)*** **借還期間，出納組每日現金收付截止時間為16點**

**During the rent and return period, the cashier office's daily cash receipt and payment cut-off time is 16:00*** **碩博士依學院別為不同顏色；大學學士服全校相同為中式，無披肩。**

**M.S. and PhD are in different colors according to the college; B.S. uniforms are the same for the whole school in Chinese style, without shawl.** |

1. 租借時間：現場租借依上述**作業流程1→2**的時段及時間(也可先行網路登記預約<https://reurl.cc/85dkXy>)，至**維澈1F出納組繳費領單**；填寫系所、姓名、學號、服裝尺寸後，**持單至教學大樓511**領借服裝。

網路預約QR code

Borrowing time: On-site rental according to the above-mentioned operation flow 1→2 time period and time (you can also register online first <https://reurl.cc/85dkXy>), and go to the Cashier's Office (Dickson Lee1) to pay and receive the form; fill in the form; After complete the form including the department, name, student number, and clothing size, bring the form to Chen Chih Hall 511 to pick up the clothing.

1. 歸還部分：依上述**作業流程3→4**的時段及時間，**持收執聯單至真知教學大樓511歸還**學位服後，回至**維澈1F出納組辦理退款**手續。

Return part: According to the period of time and time of the above operation flow 3→4, after returning the academic uniform with the receipt slip to Chen Chih Hall511, return to Cashier's Office (Dickson Lee1) for refund procedures.

**二、繳費說明：**

**2.Payment instructions:**

* 學士服（含帽、袍各一）：保證金700元（含維護費100元）。
Bachelor (including one cap and one gown): security deposit of $700 (including $100 maintenance fee).
* 碩士服（含帽、帔、袍各一）：保證金2,000元（含維護費300元）。
Master's degree (including one cap, one veil, and one gown): security deposit of $2,000 (including $300 maintenance fee).
* 博士服（含帽、帔、袍各一）：保證金5,000元（含維護費800元）。

PhD (including one cap, one veil and one gown): security deposit of $5,000 (including $800 maintenance fee).

* 1. **退費說明：**

**3.Refund instructions:**

1. 規定期間內借還學位服，自保證金扣除維護費後，餘款退還。

If the academic uniform is borrowed and returned within the specified period, the remaining amount will be refunded after the maintenance fee is deducted from the deposit.

1. **延長租借學位服者（6/29-7/27），需加扣手續費200元，於上班時間至維澈樓503室採購保管組歸還學位服。**

Those who extend the lease of academic service (6/29-7/27) will need to deduct a handling fee of $200, which will be returned to Dickson Lee Hall Room 503 **during working hours**.

1. 學位服不得沾水弄濕，以免褪染色，不慎弄濕請晾乾處理。學位服褪染色或發霉，無法復原者，視為損壞，借用之學位服若有損壞、遺失，依製作費賠償。

The academic uniform should not be wetted with water to avoid staining. If it gets wet accidentally, please let it dry. If the academic uniform is fading or moldy and cannot be restored, it shall be deemed damaged. If the borrowed academic uniform is damaged or lost, compensation will be made according to the production cost.

1. 已還服裝，但遺失「丙、丁退還保證金聯」，需待學位服歸還清查無誤後，方可補單。

The clothing has been returned, but the "Refund Coupon" is lost, and the order can only be refilled after the return of the academic uniform has been checked.

1. **退費截止：112年7月27日(星期四)16：00前。逾期者視為購買學位服，概不退費！**

Refund deadline: July 27, 112 (Thursday) 16:00. Those who fail to meet a deadline will be deemed to have purchased academic uniforms, and no refund will be given!

**四、學位服說明：**

**4. Description of academic uniforms:**

1. **碩、博帔肩及帽穗為同色系**，**理學院黃色**、**工＆電資學院橘色**、**商學院灰色**、**法學院紫色**、**設計學院紅色**、人育學院白色，**領借時請務必加以核對確認**。

Master, Ph.D. shoulders and cap ears are the same color, science school is yellow, engineering & electrical resources school is orange, business school is gray, law school is purple, design school red, human education school is white, please be sure to check and confirm when you borrow .

1. **XL**：180CM以上， **L** ：171-179CM， **M** ：159-170CM， **S** ：158CM以下。
2. **博士帔白底、碩士帔黑底**。學碩士袍以水洗方式處理，帔及博士袍以乾洗處理。

Ph.D. with white background and master with black background. The master's gown is treated by washing, and the doctor's gown is treated by dry cleaning.

 註：業務承辦－採購保管組 ( 03-2652216 or 03-2652217，校內分機：2216 or 2217）