TO: All Faculty and Administrative Staff

FROM: Kathy Imre, Merchandise Manager,
The University of Toledo Bookstore

SUBJ: Academic Regalia Rental

Academic regalia can be rented from the bookstore for the May 7, 2016 University Commencement Ceremony. Please provide us with the required rental information by Friday- April 1, 2016. Orders received after this date may be accommodated, but will incur a late charge of $20.00 and the correct hood color cannot be guaranteed. You may complete an order form at your bookstore, call, and fax or e-mail the information.

Please furnish the following information so that we may process your order: you’re exact degree and the institution from which it was granted, your name, telephone number, as well as your height/weight and your preferred method of payment. The rental costs are listed and are taxable.

<table>
<thead>
<tr>
<th>DEGREE:</th>
<th>BACHELOR</th>
<th>MASTER</th>
<th>DOCTORAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap, Gown, &amp; Tassel:</td>
<td>$32.98</td>
<td>$34.98</td>
<td>$38.98</td>
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<tr>
<td>Hood:</td>
<td>$32.98</td>
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The regalia will be available for pick up at the bookstore approximately one week prior to graduation. It is essential to pick up your outfit during that time period in order to verify sizing and hood color. For your convenience, returns can be made at The Bookstore until 9:00 p.m. on the day of commencement.

If you are interested in purchasing academic regalia, please call 419-530-2516 immediately if you would like more information. Production time varies according to the gown, but requires approximately 6 weeks.

If you already own your academic regalia or are not planning to participate in commencement, simply disregard this notice. Please contact us at the bookstore if we can assist you in any way with sizing or additional information.