

OFFICIAL ROBEMAKER FOR YOUR GRADUATION CEREMONY
UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS
8th FEBRUARY 2025

**Thank you for ordering your robes from Ede And Ravenscroft (M) Sdn Bhd.
Please read each section carefully before completing and returning.**

HOW TO ORDER YOUR ROBES

Please complete the 'ROBE ORDER FORM' and return the whole (page 2) with the appropriate fee. Orders must reach us before **25th January 2025** with payments enclosed to EDE AND RAVENSCROFT (M) SDN BHD. We will acknowledge receipt of your order after received your payment.

Reminder: Kindly email us your robe order form and payment receipt once the payment has been processed, as this is required for our records. Without the order form and payment receipt, we will be unable to confirm your order.

RENTAL CHARGES FOR THE GRADUATION ATTIRE

Full set of attire (Gown, Hood and Mortarboard/Bonnet + red Scroll)

- **Rental fee: RM 130.00 (non-refundable) + Deposit: RM200.00 (refundable deposit)**

-Your deposit of RM200 will be refunded as soon as your robe and scroll is returned.

MODE OF PAYMENT

Students are required to make payment to Ede and Ravenscroft (M) Sdn Bhd through online transfer or cash deposit into our bank account. Our bank account details are:

Bank: Maybank Berhad | Account no: 514347016549

Holder name: Ede and Ravenscroft (M) Sdn Bhd

Note: Payer must key in Student's name in the recipient reference field in the payment webpage.

AT THE CEREMONY

Rented robes will be available for collection at the counter provided by the university on the ceremony day and should be returned there **together with the scroll** after the ceremony **latest by 6pm**. **Failure to return the robe set & red scroll on the ceremony day, a penalty will apply.**

THE COLLECTION AND THE RETURNING OF THE ATTIRE WILL BE DONE AT:-

Date : 8th February 2025

Place : BACC (Bangi Avenue Convention Centre)

PLEASE TAKE NOTE:

-During the rental period, you are responsible for the safekeeping of the robe set and the scroll.

-A penalty fee will be imposed for damaged/loss academic robe set or scroll.

-You are responsible for returning the robe set and the scroll to us after the ceremony.

OPTIONAL (FOR EXTENSION OF ROBE RENTAL ONLY)

To extend the rental period of your robe set and scroll from the ceremony day, you can return them to our company 14 days after the ceremony for an additional charge of RM150.00. The last date to return them would be 22th February 2025 (Saturday). You can return the items either by hand or via any courier services such as Grab or Lalamove at your own expense.

Robe collection will only be available at BACC on the ceremony day. Returns for robe rental extensions will be at Ede and Ravenscroft (M) Sdn Bhd.

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UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS

8th February 2025

ROBE ORDER FORM

Graduate's Name : _____

Course/Major: _____

Email: _____

Phone no: _____ Height (in cm): _____

Total payment: **RM** _____

Please tick your qualification									
BSc		BA		BEng		MPharm		PGCert	
MSc		MA		MEng		MBA		MPhil	
MRes		PhD		Others					

Please tick your preferred option	
RENTAL OF GRADUATION ATTIRE & SCROLL ONLY - TOTAL = RM330.00 Rental fee: RM 130.00 (non-refundable) + Deposit: RM200.00 (refundable) <i>*scroll will be provided during the ceremony</i>	
(OPTIONAL) FOR EXTENSION OF ROBE RENTAL ONLY Additional Time - extra cost of RM150.00 (non-refundable) <i> Robe collection will only be available at BACC on the ceremony day.</i> <i>Returns for robe rental extensions will be at Ede and Ravenscroft (M) Sdn Bhd.</i>	

Please send your robe order form (Page.2) with enclosed payment to enrm1689@gmail.com

Ede and Ravenscroft (M) Sdn Bhd

**Block F, 1st Floor, 16-1-2, Diamond Square, Jalan Semarak Api 3, off Jalan Gombak,
53000, Kuala Lumpur, Malaysia.**

Tel: +603-4021 2000 / 4021 3000 | Email: enrm1689@gmail.com

Office hours: Mon-Fri: 10am-6pm / Sat: 10am-2pm / Closed on Sunday & Public Holidays