

Instructions on Gown Rental System

Access The Online Rental System

(1) Visit the website of Victoria Uniform Company (<https://www.victoriauniform.com/>). On the main page, click the red button that said “Press here for gown rental”.

Victoria Uniform 維多利校服公司 畢業禮服 校服專家

主頁 Home 公司資料 Company Profile 分店地址 Outlet Locations 服務及產品 Services & Products 公司產品 Products 產品訂購 Order 畢業禮服 Academic Regalia 聯絡我們 Contact Us

租袍請按此按鈕
Press here for gown rental

Step 1

產品分類

- 夏季男生校服 Summer Boys' Uniform
- 冬季男生校服 Winter Boys' Uniform
- 夏季女生校服 Summer Girls' Uniform
- 冬季女生校服 Winter Girls' Uniform
- 冬或夏季運動服 Academic Sports Uniform

歡迎來到我們的網站!

公司簡介 About Us 更多>>

維多利校服公司 創立於一九八三年，首間門市設置於香港上環中環中心正式開業。主要業務為生產及售賣各類校服，制服，運動服，配件及成衣產品等。

經過多年來不斷努力及累積經驗，維多利的業務於穩固的基礎上，已穩定地成長。門市網絡已增長至十一間，分店遍佈全港，九，新界及離島。至今已成為全港最大規模之一站式校服及配件服務供應商。

畢業，家庭相 拍攝優惠

訂購 披肩可繡花 畢業熊 自選款式 自選顏色

畢業禮服查詢熱線 Enquiry Hotline 3118 4396 / 3105 5009

訂購正版SANRIO 畢業公仔

(2) After clicking that button, you will be directed to another page.

On this page, you are required to input one of the following “School codes”:

- (a) **UST2021UG**: for all UGs except dual degree graduates
- (b) **UST2021UG2D**: for dual degree graduates who are entitled to have two sets of hoods (for BEng/ BSc + BBA)
- (c) **UST2021PG**: for all master’s degree graduates
- (d) **UST2021PHD**: for PhD graduates

Click the “Submit” button after you enter the code.

Victoria Uniform 維多利校服公司 畢業禮服 校服專家

主頁 公司資料 分店地址 服務及產品 公司產品 產品訂購 畢業禮服 聯絡我們
Home Company Profile Outlet Locations Services & Products Products Order Academic Regalia Contact Us

租袍請按此按鈕
Press here for gown rental

進入租袍服務 - 請填寫學校代碼
Please enter University / College / School code for online gown rental service

UST2021UG Submit Step 2

[Instructions On Online Gown Rental System](#)

[Reprint Login](#)

ABOUT ONLINE GOWN RENTAL SYSTEM

› [Order Cancellation or Any Changes](#)

OTHERS

- › [How to use the Regalia Clips to fix Graduation Gown & Hood](#)
- › [Instructions on Online Gown Rental System](#)
- › [Demonstration of Damage Academic Regalia](#)
- › [Gown & Mortarboard Size Chart for Reference](#)
- › [FAQ](#)

(3) The system will then direct you to the Part “1. Enter Your Personal Information”. Please do NOT click “Back” button of your browser throughout the online rental process. Otherwise, you need to fill in your personal information again.

Part 1. Enter Your Personal Information

1. Enter Your Personal Information

* Must be filled in the blank.

University / College / School Name : The Hong Kong University of Science and Tech

Student ID : HKUST - 12312 *
(enter digits, please refer to your student card or school graduation invitation letter)

Email : info@victoriauniform.com *
(Confirmation e-mail will be sent to you)

Password : ***** *
(Password must be 6-20 characters for re-login purpose.)

Password Confirm : ***** *

Chinese Name : 陳大文 *
(Enter the Chinese name same as the one on your student card)

English Name : Chan Tai Man *
(Enter the English name same as the one on your student card)

Degree of Award : School of Engineering (SENG) *
(same as your student card or refer to the invitation letter)

Gender : Male Female

Mobile : 31184396 *

Step 4 **Step 5**

You must fill in the blanks that are marked with asterisks (*).

(4) Please fill in the following information:

- (a) Student I.D.
- (b) Email address (a confirmation email will be sent to that address after the order submission)
- (c) Password that you create for future login (The login ID and password will be attached to the same confirmation email)
- (d) Chinese and English Name
- (e) Degree of Award
- (f) Gender (optional)
- (g) Mobile number

(5) After you complete Part “1. Enter Your Personal Information”, you can click the “Continue” button to proceed to “Part 2. Enter Gown Rental Details”.

Part 2. Enter Gown Rental Details

(6) You can choose to collect the gown from outlets of Victoria Uniform Company or have it delivered by courier.

For those who choose to collect the gown at the outlet:	For those who select courier services:
<p>For collection at an outlet, click “No” in the item “Delivery Service” [go to (7) and (9) for next steps]</p>	<p>For courier services, click “Yes” in the item “Delivery Service” [go to (8) and (9) for next steps]</p>
<p>(7)</p> <p>(a) You are expected to try on the gown and cap at the outlet, and the staff will pick the right size for you. If you are unable to come, please write down the appropriate size on the Gown Rental & Deposit Form after you print out the form.</p> <p style="text-align: center;"></p> <p>Alternatively, you can find out more information about the size of gowns and caps at the website of HKUST Congregation (https://congregation.ust.hk/graduates/regalia-information).</p> <p>(b) Then, please select the outlet where you would like to collect the gown and cap. You are also reminded that you have to return the gown and cap at the same outlet.</p> <p>(c) After that, please indicate the date and time of your pick-up. Please be reminded that the date has to be between 18 October and 5 December 2021.</p> <p>Remarks: As a preventive measure against COVID-19, there may be crowd control arrangements to limit the number of customers inside each outlet. Please follow the instructions onsite and wait patiently.</p>	<p>(8)</p> <p>(a) Please choose whether the gown is delivered to an EF locker, one of the designated redemption centers or a specific address.</p> <p style="text-align: center;"></p> <p>(b) After that, please specify your height and the preferred size of the gown and cap. You may refer to the description of the gown and cap size, by clicking the question mark icons  below the “Gown Size” and “Cap Size” entries. Alternatively, you can find out more information about the size of gowns and caps at the website of HKUST Congregation (https://congregation.ust.hk/graduates/regalia-information).</p> <p>(c) Then, please specify the outlet where you would like to return the gown and cap.</p> <p>(d) After that, please indicate the courier arrival date. Please be reminded that the date has to be between 18 October and 5 December 2021.</p> <p>(e) You may notice that there is an entry for “Payment Receipt”. At this stage, you are not required to upload any receipt to the system.</p>

2. Enter Gown Rental Details

* Must be filled in the blank.

Delivery Service : Yes No Step 6

Gown Size : 取袍請由店員即時度身(按“?”顯示可查最新尺寸碼); Size is measured by staff(Click“?” button to check the size) *

Cap Size : 取袍請由店員即時度身(按“?”顯示可查最新尺寸碼); Size is measured by staff(Click“?” button to check the size) *

Hood : Style is defined

Stole : Style is defined

Pick Up & Return Outlet : 太子分店 Prince Edward Outlet ▼ *

Gown pick up and return must be executed at the same outlet

如選擇上環寫字樓取袍，請留意辦公時間：
(星期一至五) 10:00 - 19:00，(星期六) 10:00 - 13:00，星期日及公眾假期休息。
Mon-Fri 10am-7pm; Sat 10am-1pm; Sunday & Public Holiday close.

Pick Up Date : The first rental period will be counted from the date of gown received.

Pick Up Time : ▼

Return Due Date : 2021-12-16

University / College / School Name :

Level :

Fee :
 Deposit : HK \$990/set
 Rental Fee : HK \$150/set for the first 49 days
 Extension Fee : HK \$150/set for 7 calendar days after the 49-day rental period
 Total Amount : HK\$1140/set

Step 9

2. Enter Gown Rental Details

* Must be filled in the blank.

Delivery Service : Yes No Step 6

智能櫃EF Locker : http://www.sf-express.com/HK/ZF/dynamic_function/S.F.Network/EF-Locker/ *

領取中心Redemption Center : http://www.sf-express.com/HK/ZF/dynamic_function/S.F.Network/SF_store_address/ *

速遞Send to Industrial/ Commercial Address : *

Gown Size : *

Cap Size : *

Hood : Style is defined

Stole : not applicable

Height : cm *

Step 8a Step 8b

炮台山分店 Fortress Hill Outlet * **Step 8c**

Return Outlet : 如選擇上環高字樓取袍，請留意辦公時間：
 (星期一至五) 10:00 - 19:00，(星期六) 10:00 - 13:00，星期日及公眾假期休息。
 Mon-Fri 10am-7pm; Sat 10am-1pm; Sunday & Public Holiday close.

Step 8d Courier Arrival Date : *

Delivery Time : 10 day

Return Date : 2022-01-10

University / College / School Name :

Level :

Payment Receipt 付款收據 : 請完成入數後，電郵付款收據至info@victoriauniform.com. **Step 8e**

Fee (Cash Only) :

- Deposit : HK \$800/set
- Rental Fee : HK \$150/set for the first 49 days
- Extension Fee : HK \$150/set for 7 calendar days after the 49-day rental period
- Delivery Charge : HK\$45 /set
- Total Amount : HK\$995 /set

Step 9

(9) After that, you can click “Continue” to move on to “Part 3 --- Order Confirmation”.

Part 3. Order Confirmation

- (10) On this page, please make sure that your personal information and gown rental details are correct. You are also reminded to read the terms and conditions carefully.
- (11) Please check the box at the bottom to acknowledge that you have read and understood all terms and conditions.
- (12) After that, you can click “Confirm” to proceed to “Part 4 – Complete Order and Print Gown Rental & Deposit Form”.

3. Order Confirmation

Login ID : info@victoriauniform.com
 Student ID : HKUST - 12358
 Chinese Name : 陳大文
 English Name : Chan Tai Man
 Mobile : 31184396
 University / College / School Name : The Hong Kong University of Science and Technology 香港科技大學
 Return Outlet : 炮台山分店 Fortress Hill Outlet
 Courier Arrival Date : 2021-11-22 (首租期由送貨日起開始計算 The first rental period will be counted from the date of courier arrival.)
 智能櫃EF Locker : H852LA01P
 Return Due Date : On Or Before 2022-01-10
 Invoice No : 1632116877 -20

Rental Items (per set)	Quantity	Size	Deposit	Rental Fee	Extension Fee	Delivery Charge
Gown	1	43" (fit for below 5'3" tall)	HK\$800/set	HK\$150/set for the first 49 days	HK\$150/set for 7 calendar days	HK\$45
Cap with tassel	1	22"				
Hood	1	Style is defined				
Stole	0	not applicable				

Step 10

Terms and Conditions:

- The first rental period must be on a 49 days basis that will be counted from the date of gown pick up.
- The rental fee for the first period is HK\$150 and deposit is HK\$800 for whole set. Deposit for gown, hood, stole and cap with tassel are HK\$400, HK\$190, HK\$50, HK\$210 respectively.
- The extended rental period is counted on 7 days basis and the extension fee is HK\$150 /set. If it is less than 7 days, it will be counted as a 7 days period.
- If any defect on the product delivered, please take a photo of the problem and include your register information (School name, Student Name, Phone and Invoice Number) to info@victoriauniform.com within 48 hours for our further handling.
- If size needs to be changed after delivery, please exchange from the selected return outlet within 7 days from collection and only once would be allow.
- All rented items should be returned on or before the specified return due date during the business hours of the specified outlet. After the specified return due date, it would be considered as a late return and the regalia rental period would be renewed and extended automatically.
- If the school has Gown Collection Ticket / Coupon provided, the original ticket must be submitted with the academic regalia together as a complete return procedure. We do not accept any incomplete return.
- The extension fee will be deducted from the deposit, if necessary, when the rented items are returned.
- This regalia rental deposit form must be printed out and presented to the selected return outlet in order to complete the return procedure.
- All return items should be in the same condition as they were rented. Deposit is refundable when the rented items are returned in good condition and before due date.
- Never use iron directly, apply tepin or adhesive paper on gown and/or hood/stole. To avoid damage, such as burning mark, running yarn and pinholes or other damage.
- Never fold or throw the mortarboard to avoid damage, such as broken corner.
- If any returned item is confirmed to be damaged or spilted by the hirer after rental, hirer is required to purchase the damaged items. The schedules of charge will vary on the items hired according to point #2 of this "Terms & Conditions".
- The definition of "damage": gown and hood/stole with burning mark, running yarn, pinholes and adhesive paper mark, the corner of the cap broken. (Please refer to sample display in outlet or Victoria Uniform website)

I have read through and understood all above terms and conditions.

➔ Step 11, 12
 Confirm

Part 4. Complete Order and Print Gown Rental & Deposit Form

For those who choose to collect the gown at the outlet:	For those who select courier services:
For collection at an outlet, please follow Step 13.	For courier services, please follow Step 14.
<p>(13)</p> <p>You are NOT required to pay the rental fee at this stage. Instead, you will settle the payment* when you collect the regalia.</p> <p>(a) Please click “Print Dual Copies” to generate the Gown Rental & Deposit Form for your review.</p> <p>(b) Please ensure that information on the form is accurate. If everything is correct, please click “Print”. Two copies of the form will then be printed.</p> <p>(c) You have to bring along both copies of the form when you collect the regalia. One of the copies will be collected when you pick up the gown. Another copy will be collected when you return the regalia to the outlet.</p> <p>*Please note that new payment methods (FPS and BOC pay) are also available.</p>	<p>(14)</p> <p>(a) Please follow the instructions on this page to bank in the rental fee to the Victoria Uniform Company. You are highly recommended to input your name under the remark column of the payment receipt.</p> <p>(b) After you settle the payment, please send the soft copy of the bank transaction receipt and all other required information to info@victoriauniform.com.</p> <p>(c) Please click “Print Dual Copies” to generate the Gown Rental & Deposit Form for your review.</p> <p>(d) Please ensure that information on the form is accurate. If everything is correct, please click “Print”. Two copies of the form will then be printed.</p> <p>(e) You are required to bring along both copies of the form at the time of regalia return.</p>

Screenshot for those who choose to collect the regalia at the outlet (Step 13)

Victoria Uniform 維多利校服公司 畢業禮服 校服專

主頁 公司資料 分店地址 服務及產品 公司產品 產品訂購 畢業禮服 聯絡我們

租袍請按此按鈕
Press here for gown rental

分店營業時間：
星期一至六
早上十時四十五分至晚上七時
星期日及勞工假期休息

4. Order Complete And Print Gown Rental & Deposit Form

IMPORTANT!!
PLEASE CLICK THE [Print Dual Copies] BUTTON TO GENERATE THE [Gown Rental & Deposit Form]. FOR ENVIRONMENTAL FRIENDLY, PLEASE PRINT THE FORM IN ONE PAGE.

PLEASE REMEMBER TO PRINT TWO COPIES OF GOWN RENTAL AND DEPOSIT FORM (ONE FOR CUSTOMER AND ONE FOR VICTORIA UNIFORM) AND BRING BOTH OF THE FORMS TO COLLECT YOUR GOWN AT THE SPECIFIED OUTLET ON THE PREFERRED DATE.

Print Dual Copies

Step 13a

Your online gown reservation is complete. For outlet location, please refer to http://www.victoriauniform.com/index.php?route=information/information&information_id=8. For enquiry, please email us at info@victoriauniform.com or call our hotline at 3118 4396 / 3105 5009.

Close

Screenshot for those who select courier services (Step 14)

1. 登記程序完成後，請將總金額(租金+按金+運費及行政費)存入以下戶口訂單方為確認。如學校清償條件可免租金亦免按金，當您填妥單據後請交回正本文件就會獲免租金。(注意！請務必於入數時備註輸入畢業生的登記名字以便快速匯款)：

*只接受存款，如由其他銀行或國家匯款請多匯港幣\$150作銀行手續費

After completing the registration procedure online, please bank in the total amount including rental fee, deposit and delivery fee/administration fee to the below appointed account of your university, in order to confirm the order for delivery. For school with school letter that waive rental fee, the graduates who applied courier service will also need to bank in the rental fee first and Victoria Uniform will refund the rental fee after return of regalia with the original copy of the letter. (Attention! when bank in, you are highly recommended to input your online registration name under the remark column of the payment receipt for our easy payment tracking.)

* we only accept bank in, if remitting or wire money from other bank or country, please add extra HK\$150 for bank charge.

Hang Seng Bank 恒生銀行

Account Name: Victoria Uniform

For The University of Hong Kong:	A/C No.: 239-041239-001	Step 14a
For HK Polytechnic University:	A/C No.: 239-058308-001	
For City University of HK:	A/C No.: 239-118037-001	
For HK University of Science & Technology:	A/C No.: 239-118037-001 or Bank of China 012-828-000-54071	
For HK Baptist University:	A/C No.: 239-058308-001	
For Hong Kong Metropolitan University (formerly The Open University of Hong Kong):	A/C No.: 239-058308-001	

For Education University of HK: A/C No.: 239-254063-001

煩請於入數備註中填寫登記姓名，大學名稱和單號，以便核對是否收款。

Please fill in your register name, university name and invoice number under the payment remark for easy reference.

2. 繳交費用後，將下列資料電郵至 info@victoriauniform.com

After payment, please email the below details to info@victoriauniform.com

- 單號 Invoice No.:
- 收貨公司名稱(如有) Company Name(if any):
- 收貨地址 Courier Address:
- 院校名稱 University / College / School Name:
- 學位級別和學系 Degree and Faculty:
- 姓名 Name:
- 學生編號 Student ID No.:
- 香港電話號碼 Hong Kong Mobile:
- 銀行入數收據 Bank Transaction Receipt (Photo or Cap Screen)
- 學校證件 School Documents (e.g. PolyU - Gown Information Sheet or other school letter with which discipline of regalia needed)

Step 14b

3. 當Victoria Uniform確認資料及收取款項後，會發出電郵確認，將安排送出貨物，所有已登記之資料將不能更改。寄出貨物後，亦會發出電郵通知運送單號，以作追蹤。

Once confirmed details and payment for delivery, no information could be change. Victoria Uniform will send out email as received order to arrange packing. When the courier send out, we will email the courier way bill number for tracking.

4. 所有登記申請必須註明尺碼，指定的收貨地點(即工商大廈地址、住宅、樓上或樓下)及提供付款收據副本，方便處理。受理申請需時14工作天到貨，如登記申請有任何上項項目錯誤，申請將不受理。直至符合上項條款，租期會以寄出後一天開始計算。請提供齊全資料以避免延誤。

All order must be completed with size, correct courier location(including commercial, industrial building address, residential address, SF station or SF locker) and payment in order to process, the order will courier out from the date all details confirmed count 14 working days, no order mail out unless all details confirm. The rental period will defer from the date Victoria Uniform courier out.

5. 通單只接受香港+852 電話 以發出到貨通知短訊

SF Express only accept Hong Kong +852 Phone number for courier arrival notification SMS.

Print Dual Copies >

Step 14c

倘若畢業生或登記程序後，需要修改登記資料，必須將下列資料電郵至 info@victoriauniform.com，當Victoria Uniform收妥資料後，將會取消之前的登記記錄，並會發出電郵通知畢業生再重新進行登記。

Any changes needed after registration, please email info@victoriauniform.com with the below details for cancellation and please re-enter the whole registration process again.

- 單號 Invoice No.:
- 院校名稱 University / College / School Name:
- 學位級別和學系 Degree and Faculty:
- 姓名 Name:
- 學生編號 Student ID No.:
- 香港電話號碼 Hong Kong Mobile:
- 原因 Reason:

Close >

Step 14d

Delivery Service		維多利校服公司		Invoice No.: 1632116877 -20 智能櫃EF Locker	
租借畢業袍服務 - 袍袍及披金裝 Academic Regalia Rental Service - Gown Rental & Deposit Form					
院校名稱 Name of University / College / School	The Hong Kong University of Science and Technology 香港科技大學				
姓名 Name	陳大文 - Chan Tai Man	學生編號 Student ID	HKUST - 12358	聯絡電話 Contact No. 31184396	
教育程度 Education Level	Bachelor	學位 Degree of Award	School of Engineering (SENG)		
還袍地點 Return Outlet	港島山分店 Fortress Hill Outlet 港島山 德田道海景大廈B座14樓03B室 ; Unit 1403B,14/F, Block B, Seaview Estate, 4-6 Watson Road, Fortress Hill, H.K				
智能櫃 EF Locker	H852LA01P				
送貨日期 Courier Arrival Date	2021-11-22	還袍日期 Return Date	2022-01-10		
租用物品 (每套) Rental Items (per set)	披金 Deposit	首期租金 Rental Fee for First Period	續期租金 Extension Fee	送貨費用 Delivery Charge	
Gown + Hood + Mortarboard with tassels	全套HK\$800/Whole Set	首49日HK\$150 HK\$150 for the First 49 days	每7日HK\$150 (如不足7日亦以一期租金計算) HK\$150 per 7 days (if it is less than 7 calendar days, it will be counted as a period)	HK\$45	

★備註 Remarks:

1. 若貨物早於畢業生所選之送貨日期前到達，並不會影響 [首租期] If courier arrived before the expected delivery date, there will be no affect on the start date of first rental period.
2. 如有任何爭議，維多利校服公司保留最終決定權。 In case of any disputes, the decision of Victoria Uniform shall be final.

本人已閱讀清楚及明白以上所有租用條款，並已檢查及確認以上所租用之貨品沒有污漬及破損。 I have read through and understood all the above terms and conditions, and also confirmed all of the rental items do not have any damages or stains.

簽名 Signature : _____

保留此單據作退回押金之用 Please keep this invoice for refund of deposit

袍 (Gown)	43" (fit for below 5'3" tall) 164cm
披肩 (Hood)	Style is defined
肩帶 (Stole)	not applicable
帽連穗 (Cap with tassel)	22"

簽名 Signature : _____

職員專用 Staff Use Only

分店 Outlet : _____

單號 Invoice No. : _____

送貨日期 Courier Arrival Date : _____

還袍日期 Return Date : _____

送貨費用 : HK\$45

總共金額 : 租金 HK\$150 及 押金 HK\$800,

合共現金 Total Amount : HK\$ 995

分店營業時間 Open Hours : 10:45-19:00 星期

一至星期日 Monday - Sunday (勞工假期休

息; 一月至三月, 五月至六月逢星期日休息)

Closed on Labour Holiday; Sunday off from

Jan to Mar, May to June)

查詢熱線 Enquiry Hotline : 3118 4396 / 3105 5009. 網址 Website : www.victoriauniform.com

Step 14d

Print

Close

*If you have any queries about the Online Gown Rental System, please feel free to call Victoria Uniform at (852) 3118-4396.