

國立陽明交通大學學位服借用申請書

National Yang Ming Chiao Tung University Application Form for Graduation Gown Rental for Individuals

對象：應屆畢業生，尚在學 當年度已畢業 應屆畢業之交換生

For：Graduating Student, still studying; Graduated in the year; Exchange student

茲向國立陽明交通大學總務處事務二組借用學位服，本人同意以下約定事項：

I hereby agree to the following matters related to renting the graduation gown from National Yang Ming Chiao Tung University, Office of General Affairs, the 2nd Division of General Affairs:

一、負擔清潔維護費：學士服每套新台幣 85 元；碩士服每套新台幣 160 元；博士服每套新台幣 600 元。

I. Payment of maintenance fee: NT\$85 per bachelor's graduation gown; NT\$160 per master's graduation gown; NT\$600 per doctoral graduation gown.

二、應屆畢業生，尚在學，如非於公告期間辦理學位服借用者，需加收行政處理費 200 元；交換生借用期間較長，加收行政處理費 400 元。

II. If students would like to rent graduation gowns at a time other than the rental period, they should pay a maintenance fee plus an administrative process fee of NT\$200 per graduation gown. Exchange students require a longer rental period and are subject to an additional NT\$400 administrative process fee.

三、該學年度已離校之校友，須繳交保證金（學士服每套新台幣 950 元；碩士服每套新台幣 2,250 元；博士服每套新台幣 6,200 元）。

III. For Alumni who have left school within one year, should pay a security deposit (NT\$950 per bachelor's graduation gown; NT\$2,250 per master's graduation gown; NT\$6,200 per doctoral graduation gown).

四、學位服歸還時，保證金收據聯由事務二組代為辦理退款手續。

IV. When returning the graduation gown, your security deposit receipt and have the 2nd Division of General Affairs assist you with the security deposit refund procedure.

五、畢業典禮期間，歸還日期以本校畢業典禮後一週（即____年____月____日）為限。若於前述日期後歸還，以逾期論處，應繳交滯還金，每套新台幣 50 元，逐日累計(不含例假日)，其費用以學位服賠償金額為上限。

V. During the graduation ceremony period, the return date must be within one week after the University's graduation. If it is returned after ____YY____MM____DD, it would be charged a late return penalty of NT\$50 for every day past the due date (excluding holidays), the maximum penalty amount should be the price of the graduation gown.

六、非畢業典禮期間借用以 14 天為限（即____年____月____日），若於前述日期後歸還，以逾期論處。

交換生應於交換期間結束後 14 天內（即____年____月____日）歸還，若於前述日期後歸還，以逾期論處。應繳交滯還金，每套新台幣 50 元，逐日累計(不含例假日)，其費用以學位服賠償金額為上限。

VI. During non-graduation ceremony periods, the rental period is 14 days. If it is returned after ____YY____MM____DD, it would be treated as a late return.

Exchange student must return the gown within 14 days after the end of the exchange period. If it is returned after ____YY____MM____DD, it would be charged a late return penalty of NT\$50 for every day past the due date (excluding holidays), the maximum penalty amount should be the price of the graduation gown.

七、 歸還時，若有遺失、破損或無法繳回者，依學位服之訂製金額賠償：

- (1) 學士服（學士帽 250 元、學士披肩 200 元、學士服 500 元）。
- (2) 碩士服（碩士帽 250 元、碩士披肩 1,000 元、碩士服 1,000 元）。
- (3) 博士服（博士帽 1,200 元、博士披肩 1,500 元、博士服 3,500 元）。

VII. At the time of the return, in the event of loss, damage or failure to return, I am willing to pay the damages based on the cost for making the graduation gown:

1. Bachelor's graduation gown (bachelor's graduation cap NT\$250, bachelor's graduation hood NT\$200 and bachelor's graduation gown NT\$500).
2. Master's graduation gown (master's graduation cap NT\$250, master's graduation hood NT\$1,000 and master's graduation gown NT\$1,000).
3. Doctoral graduation gown (doctoral graduation cap NT\$1,200, doctoral graduation hood NT\$1,500 and doctoral graduation gown NT\$3,500).

八、 個別借用歸還時間以每日（上班日）下午 4 點 00 分截止。

Rental period: from 8:00AM to 12:00PM; from 1:30PM to 4:00PM on working day.

Return time: from 8:00AM to 12:00PM; from 1:30PM to 4:00PM on working day.

借用人：

Borrower:

聯絡電話：

Contact phone number

E-mail:

學 號：

Student ID Number/National ID Number:

系 所：

Department/College:

借用日期：

Rental Date:

戶籍地：

Household Registry Address

請代收_____系所_____同學（學號_____）借用（博士、碩士、學士）學位服 1 套之清潔維護費新台幣_____元、行政處理費新台幣_____元、保證金新台幣_____元，合計：_____元。

Please assist with charging_____department/college student (Student ID Number/National ID Number _____) for renting one (Doctoral, Master's or Bachelor's) graduation gown.

This includes the maintenance fee of NT\$_____, administrative process fee of NT\$_____, and security deposit of NT\$_____, with a total of NT\$_____.

此致 Sincerely to

出納二組 The 2nd Division of Cashier

事務二組經辦人

The 2nd Division of General Affairs Responsible Person

年 YY 月 MM 日 DD