Dear Master’s Degrees Graduates,

The University has announced to move the 88th Congregation for the Conferment of Bachelor’s and Master’s Degrees online. Under such circumstance, please be informed the updated arrangement for returning the academic gowns on or before **5 December 2020**. Kindly refer to the details below:

1. **Return gowns in person**
   Kindly return the gowns to Room 103, 1/F, John Fulton Centre at the opening hours below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 – 21 November</td>
<td>9:30 am – 12:30 pm; 2:30 pm – 6:30 pm</td>
</tr>
<tr>
<td>23 – 26 November</td>
<td>9:30 am – 12:30 pm; 2:30 pm – 4:30 pm</td>
</tr>
<tr>
<td>27 November</td>
<td>9:30 am – 12:30 pm; 2:30 pm – 8:00 pm</td>
</tr>
<tr>
<td>28 November</td>
<td>12:00 noon – 5:00 pm</td>
</tr>
<tr>
<td>30 November to 3 December</td>
<td>9:30 am – 12:30 pm; 2:30 pm – 4:30 pm</td>
</tr>
<tr>
<td>4 December</td>
<td>9:30 am – 12:30 pm; 2:30 pm – 8:00 pm</td>
</tr>
<tr>
<td>5 December</td>
<td>12:00 noon – 5:00 pm</td>
</tr>
</tbody>
</table>

2. **Return gowns by courier**
   Please refer to the importance notes below:

   **Importance Notes**
   - Use courier such as SF Express, Fedex, DHL, etc. with person delivery service
   - Put the rental receipt OR write your Full English Name and CUHK Student ID card no. on a piece of paper and put it inside the parcel
   - The postal fee is at your own expense
   - Please make sure you put all THREE items including the Gown, Hood, and Cap inside the parcel
   - You have to bear the risk of loss in transit, which means that if there is any missing or damaged items, corresponding penalty will be deducted from the rental deposit. Penalty for damaged or missing items: Gown: HK$380; Hood: HK$160; Cap: HK$160
   - All parcels should arrive our address (as stated below) on or before **5 December 2020 5:30pm**

   **Receiver Address**
   To:
   Gown Rental Team, Business Unit,
   Room 103, 1/F, John Fulton Centre
   The Chinese University of Hong Kong, Shatin, NT, HK
   Phone number: (852) 3943-4733

   **Penalty for Late Return of Gowns**
   Please be reminded that a penalty of HK$40 per working day will be levied and deducted from the rental deposit if your gown is returned **on or after 7 December 2020**.

   **Refund of Deposit**
   The refund of gown rental deposit of HK$700 will be made in three months after you return your gown.

   If you have any questions, please email to gown@cuhk.edu.hk or call 3943 4733.

Business Unit
The Chinese University of Hong Kong