



COMMENCEMENT 2009

AUTHORIZATION FORM

For Return of Academic Dress & Collection of Refund

As I am unable to return my Academic Dress in person, I have authorized the bearer of this form, _____ (name) of NRIC/Passport # _____, to return the Academic Dress and to collect the refund of the deposit on my behalf. I understand that the bearer will only be able to collect the refund of deposit if the Academic Dress is assessed to be in good condition. Otherwise, the cheque for the balance amount* will be mailed to me at the local address stated below within 60 days from 23 September 2009.

For the refund of the deposit, please provide the following details.

Graduate's Name :

_____ (in block letters and as per local bank account)

Matriculation number :

Rental receipt number :

Email address :

Contact number :

Cheque mailing address :
(local mailing address only)

Block No : _____ House/Unit No : _____

Street Name : _____

Postal Code : _____

Graduate's Signature

Note: Bearer of this form must produce the Academic Dress Rental Receipt. Otherwise a photocopy of the graduate's NRIC/Passport is needed to retrieve the rental record.

**Balance amount after deducting the cost of damage incurred.*

**FOR ENQUIRIES
OFFICE HOURS**

Tel #: 6779 2535 Email: copgown@nus.edu.sg

Monday to Friday (9.00am to 6.00pm)

Saturday (9.00am to 1.00pm)

Sunday & Public Holidays Closed

**ADDRESS
MAILING ADDRESS**

Ground Floor, Central Library, Kent Ridge Crescent

Kent Ridge Post Office, P O Box 1011, Singapore 911101