

## Receiving your award and ordering regalia - Graduate Diploma

NMIT Student number	
Name	

### Attending a graduation ceremony

Will you be attending a graduation ceremony? Yes  No

If yes, please complete the Order your regalia section below.

If no, please go to the Receiving your award in absentia section.

### Order your regalia

<b>Gown size</b> Select the measurement nearest to your height. Replacement cost \$445.00	\$35
<input type="checkbox"/> 158 cm (5 foot, 2 inches) or less <input type="checkbox"/> 163 cm (5 foot, 4 inches) <input type="checkbox"/> 168 cm (5 foot, 6 inches) <input type="checkbox"/> 173 cm (5 foot, 8 inches)	<input type="checkbox"/> 178 cm (5 foot, 10 inches) <input type="checkbox"/> 183 cm (6 foot) <input type="checkbox"/> 188 cm (6 foot, 2 inches) <input type="checkbox"/> Over 188 cm (over 6 foot, 2 inches)
<b>Hood</b> Replacement cost \$165.00	\$20
<b>Total hire fee</b>	\$55

**Please note:**

You must return your regalia by 6.00 pm on the day of the ceremony. If it is returned wet or damaged you may incur extra costs. You are responsible for the return of your regalia, you will be liable for the full replacement cost for failure to do so. You accept these conditions by submitting the form. **We will email you an invoice once we have received your form.**

Don't worry if you are unable to attend and you advise us before the ceremony, or if it is cancelled, we will provide you with a full refund. [How do I get a regalia refund?](#)

## Receiving your award in absentia

If you are not attending a graduation ceremony, how would you like to receive your award? Please choose from one of the following options:

Collect

If you choose Collect, you need to advise if you are picking up your award personally or would like to authorise someone else to do so. Please tell us who by entering their name in the box provided.

Will you personally collect your award? Yes  No

If No, please provide name of authorised person to pick up on your behalf.

Post

If you choose Post please provide us with a mailing address we can safely post your award to in January 2024 in the box below.

Courier

If you choose Courier as your method, the courier fee within New Zealand is \$10.00. Please pay [now](#). Please provide us with a mailing address we can safely courier your award to in January 2024 in the box below.

To courier your award outside New Zealand, please email your address to [enrolments@nmit.ac.nz](mailto:enrolments@nmit.ac.nz) for charges.

Not applicable

Already received my award

### How to submit your form

1. By email: Save this form and email as an attachment to [enrolments@nmit.ac.nz](mailto:enrolments@nmit.ac.nz).
2. In person: Nelson Campus - Ākonga Welcome Hub (A Block, 322 Hardy Street), Richmond Campus Reception, Marlborough Campus Reception.