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香港中文大學伍宜孫書院 2016/17 年度畢業班拍攝活動安排

1.	試袍日期	: 畢業班同學可由 2017 年 1 月 3 日至 26 日 (星期四) 前到書院院務室試袍， 時間：08:45-13:00 & 14:00-17:30 (星期六、日及公眾假期除外) 地點：書院院務室 (東座地下 G03 室)
2.	提交承諾書及繳付按金	: 每位同學須付 HK\$680 按金借用畢業袍，請於 <u>2017 年 1 月 26 日 (星期四)</u> 或之前於網上提交承諾書並將銀行入數紙交至書院辦公室： https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=2542724 同學可到銀行直接入數或經櫃員機轉賬至以下戶口繳付按金： 銀行名稱：恆生銀行 戶口號碼：293-005005-001 戶口名稱：香港中文大學
3.	領取禮袍	: <u>須由學系之班代表統一領取</u> ，班代表名單將於 2 月公佈，同學請聯絡班代表領取畢業袍。 日期：2017 年 3 月 7 至 8 日 (星期二至三) 時間：10:00-12:30 & 14:30-17:00 地點：書院西座 1 樓 W112 室 (畢業袍尺碼按同學於網上提交之要求分配，兜囊邊鑲有個別學院專用顏色帶，系代取袍時請確定已領取正確的學袍兜囊並請自備環保袋)
4.	畢業班拍攝日	: 日期：2017 年 3 月 31 日 (星期五) 時間：13:30-17:30 地點：伍宜孫書院中央庭園 (全體及分系照均不需要配戴畢業帽，書院將於稍後公佈全體照及分系照的拍攝時間)
5.	歸還禮袍	: <u>須由同學自行歸還</u> ，請於 2017 年 4 月 11 日 (星期二)或之前於辦公時間內交還畢業袍。請注意 2017 年 4 月 10 日至 11 日 (星期一及星期二) 還袍地點為書院西座 1 樓 W112 室，其他日子請交還至書院院務室 (東座地下 G03 室)。
6.	遺失、損壞或延遲交還罰款	: 凡於 2017 年 4 月 11 日以後還袍者，每套每工作日罰款 40 元，由按金中扣除。 學袍如有遺失或損毀，須付罰款金額：學袍 \$360；兜囊 \$160；帽 \$160
7.	發還按金	: 按金將於交還學袍後 2-3 個月內經由銀行轉賬予登記之香港銀行戶口號碼 (不接受信用咭戶口)。
8.	借用次數	: 同學於修業期內只可向書院借用一次畢業袍。如畢業班同學已於上學年度向書院借用畢業袍，則於本學年需自行安排借用畢業袍。
9.	查詢	: 書院為有意在拍攝當日組織慶祝活動的學生團體作場地安排，有興趣之團體可聯絡 Yolinda [3943-3932/ yolindawong@cuhk.edu.hk]或 Rebecca [3943-3941/ rebecca_wong@cuhk.edu.hk]
10.	其他書院拍攝日 (暫定)	: 和聲/敬文 2017 年 3 月 3 日 新亞/善衡 2017 年 3 月 10 日 逸夫 2017 年 3 月 17 日 崇基/晨興 2017 年 3 月 24 日 聯合 2017 年 4 月 7 日
11.	其他資訊	: 了解 1)學袍及帽尺碼表；2)各學院學袍兜囊邊專用顏色帶；3)正確學袍穿著方法 請參閱 http://www.cuhk.edu.hk/cpr/cong/academic_dress_chi.htm#Bachelor 如欲自置學袍，可聯絡大學學袍承造商： 亞丘洋服 [丘先生 2522-9823 / ahyautailor@gmail.com] 或 維多利校服公司 [劉小姐 3118-4396 / victoria_uniform@yahoo.com.hk] 請注意於 11 月舉行之大學及書院畢業典禮，租借畢業袍安排將由大學商務組統一處理。



Wu Yee Sun College
The Chinese University of Hong Kong
2016/17 Graduating Class Photo-Taking Day Arrangement

1.	Gown Trial Period	: Gown and cap fitting will be available from 3 rd till 26 th January 2017 (Thursday). Time: 08:45-13:00 & 14:00-17:30 (except Saturdays, Sundays and Public holidays) Venue: College Office (G03, G/F, East Block)
2.	Submission of Undertaking and Deposit	: Each student is required to submit HK\$680 deposit for gown rental. Please complete the form of undertaking via the following link and submit the bank-in slip on or before 26 January 2017 (Thursday). https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=2542724 Please deposit directly to the bank or via ATM transfer: Name of Bank: Hang Seng Bank Account Number: 293-005005-001 Account Holder: The Chinese University of Hong Kong
3.	Gown Collection	: <u>To be collected by class representatives.</u> The list of representatives will be announced in February. Individual students please contact your class representative for gown collection. Date: 7-8 March 2017 (Tuesday & Wednesday) Time: 10:00-12:30 & 14:30-17:00 Venue: Room 112, 1/F, West Block, Wu Yee Sun College (The academic dress will be allocated according to the size you indicated in the undertaking form. The lining of the hoods featuring different colours for each faculty, class representatives are reminded to double check the color and bring their own bag to carry the gowns.)
4.	Graduating Class Photo-Taking Day	: Date: <u>31 March 2017 (Friday)</u> Time: 13:30-17:30 Venue: Courtyard, Wu Yee Sun College (No need to wear cap for departmental group photos. The College will announce later the group photo schedule)
5.	Gown Return	: <u>Return of gown should be made by individual students.</u> All gowns should be returned on or before 11 April 2017 (Tue) during office hours to the College Office (G03, G/F, East Block). Please note the returning place will be changed to W112, 1/F, West Block, Wu Yee Sun College during 10-11 April 2017 (Mon & Tue).
6.	Penalty Charges	: A penalty of HK\$40 per working day will be levied and deducted from the rental deposit if your gown is returned after 11 April 2017. Penalty for damages or losses will be gown \$360, hood \$160 and cap \$160
7.	Deposit Refund	: The deposit will be refunded to your registered bank account in Hong Kong within two to three months from the date of gown return (credit card account is not accepted).
8.	Borrow of Gown	: Each student can borrow gown from the College ONCE in their normative study period. Graduating students who have borrowed gown from the College in the previous academic year would not be able to borrow again in this academic year.
9.	Enquiries	: The College will make venue arrangement for student organizations who wish to organize celebratory activities during the photo-taking day, interested party please contact Yolinda [3943-3932/ yolindawong@cuhk.edu.hk] or Rebecca [3943-3941/ rebecca_wong@cuhk.edu.hk]
10.	Photo-Taking Day of other Colleges	: LWS/CWC 3 Mar 2017 NA/SHHO 10 March 2017 Shaw 17 March 2017 CC/MC 24 March 2017 UC 7 April 2017
11.	Other Useful Information	: Please check the following link for more information regarding 1)Size table of gown and cap, 2)Hood color table for different faculties, 3)Proper way of wearing your gown http://www.cuhk.edu.hk/cpr/cong/academic_dress_chi.htm#Bachelor You may contact the following tailors if you want to make your own gown : Ah Yau Tailor [Mr Eddie Yau2522-9823 / ahyautailor@gmail.com] or Victoria Uniform [Ms Shirley Lau 3118-4396 / victoria_uniform@yahoo.com.hk]