TO: Faculty Members – School of Nursing, Graduate School of Biomedical Sciences and School of Medicine

FROM: UTMB Student Bookstore

SUBJECT: Rental Reservations for Academic Apparel for Spring Commencements

Rental Fees: Bachelor’s Cap, Gown and Tassel $35.85
Bachelor’s Hood $37.50
Sales Tax $6.06
Total $79.41

Master’s Cap, Gown and Tassel $37.95
Master’s Hood $39.50
Sales Tax $6.38
Total $83.83

Doctoral Cap, Gown and Tassel $50.50
Doctoral Hood $42.00
Sales Tax $7.63
Total $100.13

Orders will be accepted through deadlines on the attached order form. Each order must be accompanied by a personal check made payable to UTMB Bookstore, UTMB Purchase Order, or provide credit card information (see attached form). Please e-mail Janelle Achord with cancellations at least 60 days prior to the date of the first use; otherwise, refunds cannot be made. Please see order form for Commencement Deadline Dates; if order is NOT submitted by the deadline, a $15.00 late fee will be due.

Please complete the attached form and return it to the Bookstore in person, mail to the address below or e-mail to Janelle or Sandra (e-mail addresses below). Should you have any questions, please call the Bookstore at the contact information listed below.

UTMB Bookstore
Attn: Janelle Achord (jkachord@utmb.edu) or Sandra Low (sllow@utmb.edu)
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