

Ph.D. Regalia Reservation Application

The Ph.D. Regalia is available on loan (first come, first served basis) to all Embry-Riddle Aeronautical University doctoral candidates for the Commencement ceremony. Users are required to submit a completed Ph.D. Regalia Reservation Application to the Office of the President by email at least two weeks before the loan period. Issuance of the regalia will only be arranged when a completed loan form has been received (subject to availability). For additional information, please contact April Atkinson, Manager of Daytona Beach Campus Events, at (386) 226-4848 or atkinsa5@erau.edu.

PERSONAL INFORMATION

First Name:				
Last Name:				
Cell Phone Number:				
E-mail Address:				
LOAN DETAILS				
Commencement Ceremony:	Fall Spring			Year:
Degree Program:	Aerospace Engineering Aviation Aviation Business Administration Electrical Engineering and Computer Science Engineering Physics Human Factors Mechanical Engineering			
Items of Regalia Required:	Robe	Hood	Сар	
Head Circumference Measurement (Inches):			Height (Feet and Inches):	

COLLECTION OF REGALIA

The regalia will be available for use on the	ne day of ceremony. All it	tems should be returned,	in the condition they were
issued, at the conclusion of the event.			

Responsibilities

User is responsible for keeping the Regalia in good condition and is bound by the following rules and regulations.

Rules & Regulations

Regalia should be returned to the same place it was collected concluding the Commencement ceremony. Otherwise, a fine for late return will be imposed upon the user.

Charges for the loss of items are as follows:

- -Loss of one set of regalia is \$850.
- -Loss of one robe is \$600.
- -Loss of one hood is \$150.
- -Loss of one cap is \$100.

Charges for damage to regalia are as follows*:

- -Any damage of the robe is \$250.
- -Any damage of the hood is \$75.
- -Any damage of the cap is \$50.

*Note: Additional	l charge will be imp	osed if the listed fee (cannot cover the i	enair of the item

Signature of User:	Date:
Signature or Oser.	Date.