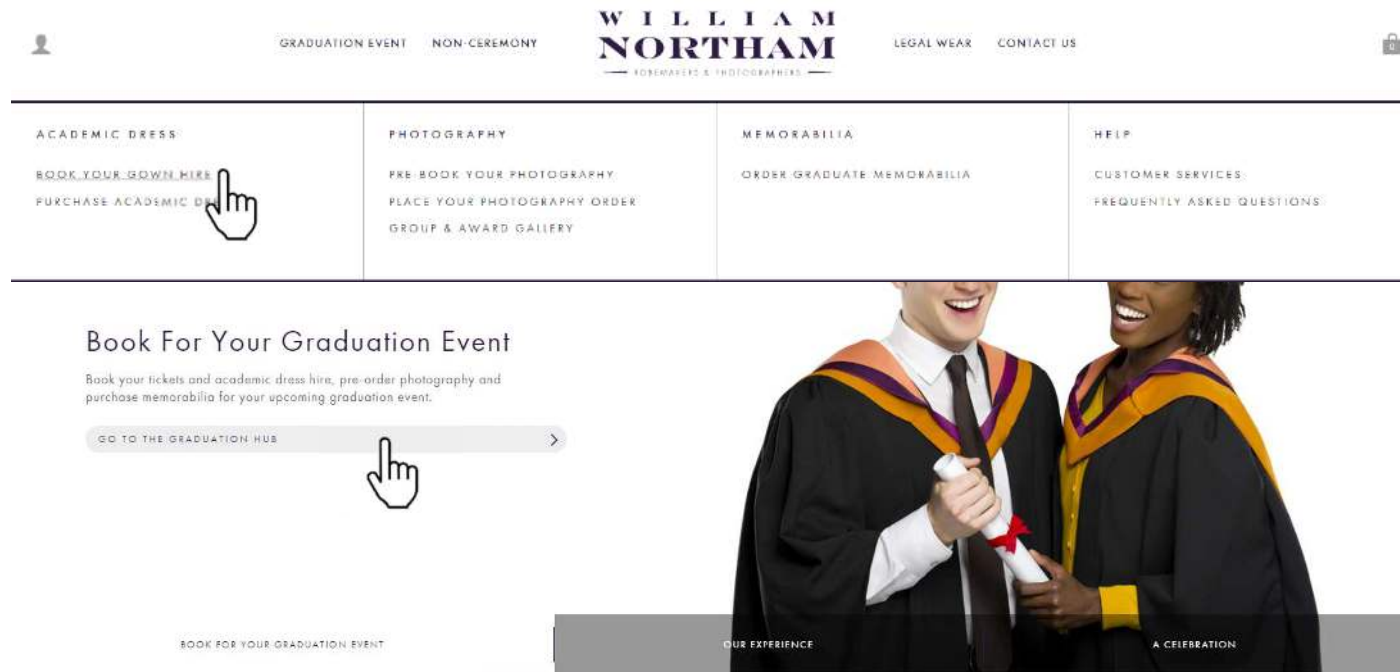


How to hire your academic dress and Photographs with William Northam

- 1) Go to the [William Northam](#) website and select 'Go to the Graduation Hub' or hover over 'Graduation Event' and select 'Book Your Gown Hire' from the drop down menu under 'Academic Dress'.



- 2) Enter 'Chichester' in the provided field under 'Institution Details'. The field will be populated once the institution has been recognised or select it from the drop down menu and click 'Continue'.

INSTITUTION DETAILS	INSTITUTION DETAILS
Please select your institution	Please select your institution
<input type="text" value="Enter institution name*"/>	<input type="text" value="University of Chichester"/>
<input type="button" value="CONTINUE"/>	<input type="button" value="CONTINUE"/>
Information received by us will only be used in accordance with our privacy policy .	Information received by us will only be used in accordance with our privacy policy .

- 3) Once the institution has been confirmed, enter your Student ID and Surname to ensure the right ceremony and award has been found and click continue. Click on the drop down menu to select the date and time of the event click 'Continue'.

INSTITUTION DETAILS [Edit](#)

YOUR DETAILS

Student ID

Surname

Email

[CONTINUE](#)

EVENT DETAILS

AWARD DETAILS

17 OCTOBER 2023, 13:30 [Edit](#)

AWARD DETAILS

Select your award / degree

[SUBMIT](#)

- 4) Once the time and date have been confirmed select the award or degree you have been awarded from the drop down menu and click 'Submit'. You will receive a pop up window to confirm your selected ceremony and award. Continue with the booking process by pressing 'Yes'.

ABOUT YOUR EVENT

INSTITUTION: University of Chichester [Edit](#)


EVENT: 17 October 2023, 13:30

AWARD: Bachelors/ 1st Degrees - Chichester Bachelors

The options below are those available for your event.

- 5) Click on 'Ticketing' to start the process, and you will be asked to order your own ticket which is complimentary, and then you can order up to 2-guest tickets.

TICKETING



Tickets to your graduation ceremony can be booked here:
Ticket sales open from 06 June 2023 to 29 August 2023.

ORDER

FAQS

1. YOUR TICKET

As a student, you have been assigned a ticket automatically
Student £0.00

To help us with the pronunciation of your name please enter a phonetic spelling

First name (Phonetic spelling)

Surname/Family name (Phonetic spelling)

CONTINUE

2. GUEST TICKETS

Please select the number of guest tickets you require

GUEST TICKET

(Maximum 2)

Guest Ticket	£22.00	0	▼
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- 6) This page will ask you to provide your sizing information for your gown and hat hire. You will automatically be provided with the appropriate hood for the award that you will be receiving. You have the option to hire or buy each piece of attire.

1. GOWN

[Size Details](#)

Your Height

Chest Size

PROCEED WITH GOWN HIRE

OR VIEW GOWN PURCHASE OPTIONS



3. HAT

[Size Details](#)

Head/hat size

PROCEED WITH HAT HIRE

OR VIEW HAT PURCHASE OPTIONS

- 7) After adding your gown to your bag you will be taken back to the overview page. From here you may proceed to checkout by scrolling to the bottom of the page, or continue to memorabilia/Photography

4 . ADD TO BAG

If you have any other special requests, for example you require a size we have not listed, please provide the details in the box below.

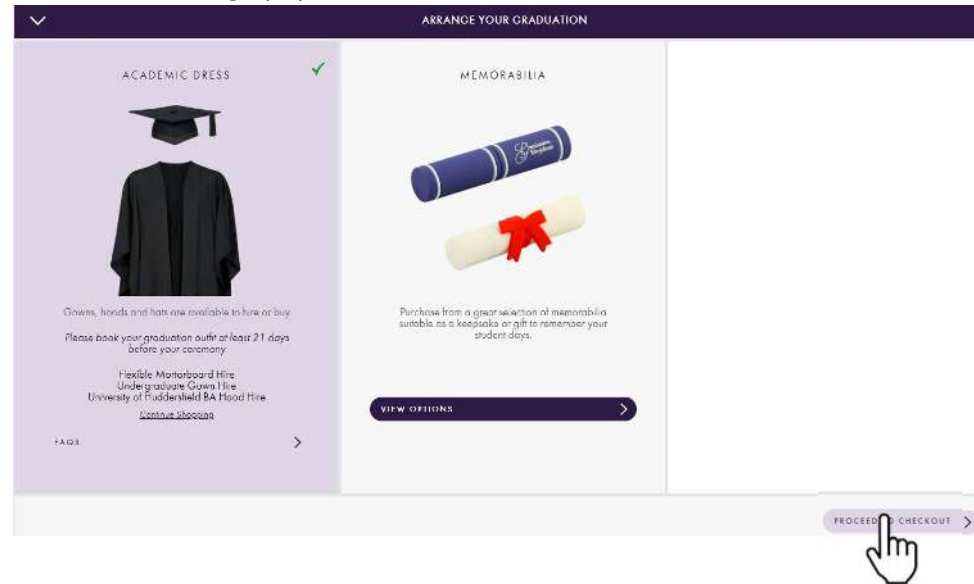
Special Requests?

☐ If you would like to retain your robes for up to one week after the event, please tick this box. This will incur the additional fee of £20.00 (including post and packaging)

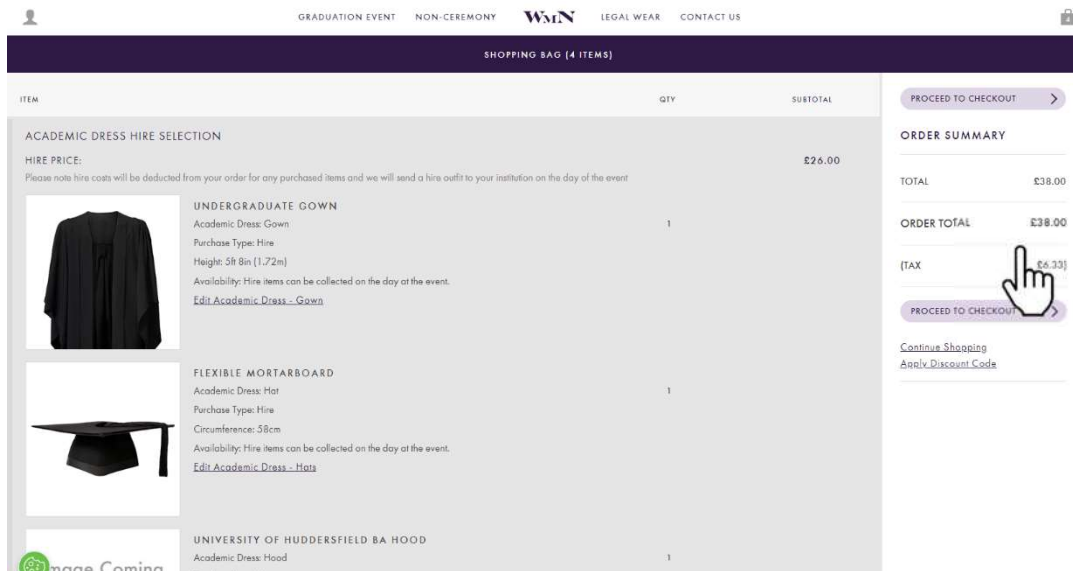
ADD TO BAG >

HIRE PRICE (COMPLETE DRESS): £26.00*

Please note hire costs will be deducted from your order for any purchased items and we will send a hire outfit to your institution on the day of the event



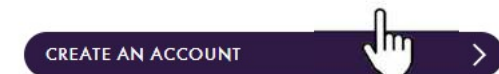
- 8) Once you're happy with Photography and Memorabilia options selected, proceed to checkout. Here you'll be able to see the summary of your order, to continue press 'Proceed to checkout'. You will be taken to a new webpage where you'll need to create an account.



NEW CUSTOMER

Creating an account has many benefits:

- Track order history
- Check out faster



- 9) On the next landing page fill out the fields provided. Under 'Account details' consider using your personal email rather than your academic email address. Click 'Create an Account', on the following page provide a delivery address and select preferred delivery method. Continue to payment.

YOUR DETAILS

Information provided will only be used by us in accordance with our [privacy policy](#).

Title

First Name *

Last Name *

ACCOUNT DETAILS

Email *

Confirm Email *

Password *

Confirm Password *

Password Strength: No Password

- ☐ We may use your information to notify you (by email or post) about important changes to this website and new William Northam products, services and special offers. Please tick here if you would like to receive this information.
- ☐ We may pass your information to carefully selected and trustworthy third parties so they can notify you (by email or post) about products, services and special offers. Please tick here if you would like to receive this information.
- ☐ Please tick here to indicate that you would like to receive notifications from your academic institution.

If you change your mind and would rather not receive this email, please send an email to privacy@williamnortham.com

* Required

CREATE AN ACCOUNT



DELIVERY ADDRESS

Address Search

Title

First Name *

Last Name *

Country *

Zip/Postal Code *

Street Address *

City *

State/Province

Phone Number *

VERY IMPORTANT:
Please enter your mobile number (+ international dialling code if applicable). We will only use this number to send you information about your order.

DELIVERY METHODS

☐ £11.00 UK
(Your order will be dispatched as items become available which may mean multiple shipments)

☐ £18.00 UK
(Your purchased (non-hq) items will be sent in a single shipment)

! Please note we do not deliver to PO boxes.
Purchased items will be shipped to your delivery address. If not delivered to your premises, please notify us as soon as possible.
If looking to attend graduation or awards ceremonies, contact details may be shared with the hosting institution for event administration purposes only, where necessary, to ensure tickets are delivered.

Look in Delivery log

CONTINUE TO CHECKOUT



- 10) Confirm if your billing address is the same as your shipping address and provide payment information. Press 'Place Order' once you have read and accepted the William Northam [Terms and Conditions](#) of supply.

PAYMENT INFORMATION

Card Number *

Expiry Date *

CVV Number *

Your card details are protected using PCI DSS v3.2 security standards.

☐ I confirm that I have read and accepted the William Northam [Terms and Conditions](#) of supply.

Information received by us will only be used in accordance with our [privacy policy](#).

PLACE ORDER

