Dear Graduand,

Congratulations on the completion of your degree.

Serangoon Broadway has been appointed by University of Glasgow as the official Academic Dress Management Services provider for your upcoming Graduation Ceremony. Please read the following administrative details to aid you in the smooth preparation of your graduation.

1. Ordering of Academic Dress

All attending graduands are required to place their order of the academic dress via Serangoon Broadway homepage from **01 September 2017 – 20 September 2017**.

a) Go to Serangoon Broadway homepage: [http://www.serangoonbroadway.com/](http://www.serangoonbroadway.com/).
b) Click on the ‘Ordering of Academic Dress’ icon on the bottom of the home page OR simply mouse over on the ‘Graduate Login’ (top navigation panel) and choose ‘Ordering of Academic Dress’ from the list.
c) Select your institution logo: University of Glasgow.
d) Select the graduation ceremony: University of Glasgow Singapore Graduation Ceremony 2017.
e) Login after which the subsequent steps are self-explanatory.

Please note that all graduands are required to make an appointment online for the academic dress collection no later than **02 October 2017**.

Graduands may choose to make an appointment for the academic dress collection immediately after the submission of the academic dress order form OR at any other convenient time by logging in again.

2. Collection and Returning of Academic Dress

Please note the following date of collection and returning of academic dress.

<table>
<thead>
<tr>
<th>Gown Collection Period</th>
<th>03 October 2017 – 12 October 2017</th>
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<tbody>
<tr>
<td>Gown Returning Period</td>
<td>17 October 2017 – 22 October 2017</td>
</tr>
</tbody>
</table>

3. Rental Fee and Refundable Security Deposit

The rental fee and refundable security deposit have to be made to Serangoon Broadway during the academic dress collection. The preferred mode of payment is cash and NETS.

<table>
<thead>
<tr>
<th>Rental Fee for Academic Dress</th>
<th>$30.00</th>
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</thead>
<tbody>
<tr>
<td>Refundable Security Deposit</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

The deposit will be forfeited if the academic dress is returned after 22 October 2017 and/or it is not in **good condition**.

* The term "good condition" refers to NO cuttings/alterations of any kinds, burns, tears, rips in fabric, holes on velvet or satin, discolorations, irremovable stains, scotch tape marks, damaged or missing buttons/tassel.
4. Graduation Ceremony Photo Gallery

Ceremony photos taken throughout the Graduation Ceremony are available via our website from 17 October 2017.

a) Go to Serangoon Broadway homepage: http://www.serangoonbroadway.com/.
b) Click on the ‘Graduation Ceremony Photo Gallery’ icon on the bottom of the homepage OR simply mouse over on the ‘Graduate Login’ (top navigation panel) and choose ‘Graduation Ceremony Photo Gallery’ from the list.
c) Select your institution logo: University of Glasgow.
d) Select the graduation ceremony: University of Glasgow Singapore Graduation Ceremony 2017.
e) Login after which the subsequent steps are self-explanatory.

5. Username and Password

To access the online Ordering of Academic Dress and Graduation Ceremony Photo Gallery, please use the following login details:

Username : SBUGS2017
Password : SBUGS1310

Please note that if you have already submitted your academic dress order form online and would like to re-log in to book an appointment or make any changes, please log in using your NRIC/FIN number and mobile number instead of the generic username and password as above.

Please contact Serangoon Broadway Customer Service if you have any query.

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