



**UNIVERSITY CONNECT & PERSIST**  
University Center 120 / 859-572-7527

Student: \_\_\_\_\_  
is meeting with \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Height: \_\_\_\_\_

**UCAP and Gown\* CONTRACT**

I, \_\_\_\_\_, am borrowing a graduation gown from UCAP and Special Events for

December \_\_\_\_\_ Commencement

May \_\_\_\_\_ Commencement

I agree to pick up the gown from \_\_\_\_\_ during finals week, \_\_\_\_\_ and return the gown by \_\_\_\_\_ - drop off locations are at: \_\_\_\_\_.

I understand that a "Hold" is being placed on my account and will be lifted when the gown is returned. If I do not return the gown as agreed, I understand that I will be charged a fee of \$50 to replace the gown. I understand that I must purchase a Cap and Tassel.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Graduate Contact Information**

NKU email \_\_\_\_\_

Cell phone # \_\_\_\_\_

Alternative email \_\_\_\_\_

**To be completed by UCAP Staff**

**Gown ID Number:**

**Additional Notes:**

\_\_\_\_\_

\_\_\_\_\_

Student ID Number: \_\_\_\_\_

Interaction recorded & added to spreadsheet

UCAP Textbook Donations discussed

Alumni Information Shared

UCAP Marketing Info shared

UCAP Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Initial: \_\_\_\_\_

\*UCAP and Gown Program is a partnership between UCAP, Special Events, Alumni Programs, and the Care Closet @ NKU.