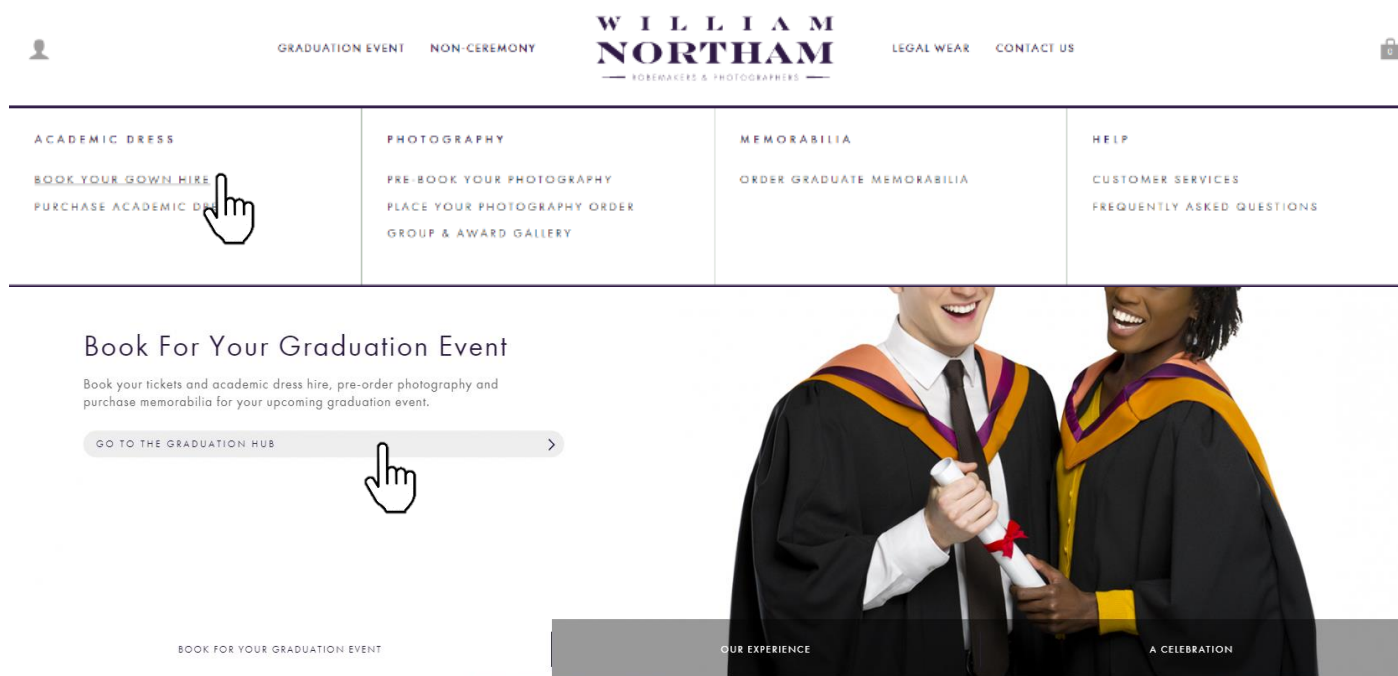


## How to hire your academic dress and Photographs with William Northam

- 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 'New College Durham' 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

Please select your institution

Enter institution name\*

CONTINUE >

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

INSTITUTION DETAILS

Please select your institution

New College Durham

New College Durham.

CONTINUE >

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

INSTITUTION DETAILS

Please select your institution

New College Durham.

CONTINUE >

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

3) Once the institution has been confirmed, click on the drop down menu to select the date and time of the event you wish to attend and click 'Continue'.

NEW COLLEGE DURHAM. [Edit](#)

### EVENT DETAILS

Please note this site is for student orders only

Please select your event

Please Select

Please Select  
11 July 2023

**CONTINUE**

AWARD DETAILS

4) Once the time and date have been confirmed select the award or degree you will be receiving 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'.

NEW COLLEGE DURHAM. [Edit](#)

11 JULY 2023 [Edit](#)

### AWARD DETAILS

Select your award / degree

AAT - Association of Accounting Technicians - A

AAT - Association of Accounting Technicians - AAT  
BTEC HNC/HND  
CIPD - Chartered Institute of Personnel & Development - CIPD Awards  
CMI-Chartered Management Institute - CMI Level 5  
Edexcel - Level 4  
Foundation Degrees - FDEg (Arts)  
Foundation Degrees - FDEg (Engineering)  
Foundation Degrees - FDEg (Science)  
NCFE Awards - NCFE Award  
New College Durham Level 4 - New College Durham- Level 4 Award  
Open University - Open University BA  
Open University - Open University BSc  
Open University - Open University CertEd  
Open University - Open University Postgraduate Certificate

**AWARD DETAILS**

Select your award / degree

BTEC HNC/HND

**SUBMIT**

**CONFIRM SELECTION**

You have selected the following:

INSTITUTION: New College Durham.

EVENT: 11 July 2023


AWARD: BTEC HNC/HND

Please confirm this is correct before proceeding.


**NO**

**YES**

5) Click on 'Academic Dress' at the top of the page to start the hire/buy process for you academic dress.



GRADUATION EVENTNON-CEREMONYWMNLEGAL WEARCONTACT US



GRADUATION

ABOUT YOUR GRADUATION

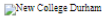
SIZING & WHAT TO WEAR

FAQS

YOUR OVERVIEW

ACADEMIC DRESS

PHOTOGRAPHY



### NEW COLLEGE DURHAM. EVENT OVERVIEW

Please find more details about the event below


#### ABOUT YOUR EVENT

INSTITUTION: New College Durham. [Edit](#)

EVENT: 11 July 2023


AWARD: BTEC HNC/HND

The options below are those available for your event.

 Your institution provides a package deal of gown and photography.


MORE DETAILS

SIZING & WHAT TO WEAR



ARRANGE YOUR GRADUATION

#### PACKAGE DEAL




Your institution provides a package deal of gown and photography.

Please book your graduation outfit at least 21 days before your ceremony

HIRE / BUY

FAQS

#### ACADEMIC DRESS




Gowns, hoods and hats are available to hire or buy

Please book your graduation outfit at least 21 days before your ceremony

HIRE / BUY

FAQS

#### PHOTOGRAPHY



Please select from the options below

VIEW OPTIONS

FAQS

- 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

Please select an option

▼

Chest Size

up to 132cm (52in)

▼

PROCEED WITH GOWN HIRE


>

OR

VIEW GOWN PURCHASE OPTIONS

>

2 . HOOD



Your hood colour: J003999911823801031 / Btech.Jpg

PROCEED WITH HOOD HIRE

>

OR

PROCEED WITH HOOD PURCHASE £65.00

>

3 . HAT

[Size Details](#)

Head/hat size

Please select an option

▼

PROCEED WITH HAT HIRE

>

OR

VIEW HAT PURCHASE OPTIONS

>

SIZING & WHAT TO WEAR

×

#### GOWNS

Please give your full height from head to toe in metres and centimetres or feet and inches. If your chest is over 52" (132cm) you will be asked to supply exact measurements. When measuring your height please do not wear any footwear with a heel.

#### HATS

Please supply the measurement for the circumference of your head, taking the measurement from one inch (2.5cm) above your eyebrows (see diagram). Please note that a hat is not always worn at graduation ceremonies, but you will be advised of your ceremony dress code when placing your order.



#### WHAT TO WEAR

When dressed in the graduation attire your arm, from the elbow down, will be visible against the gown and you may therefore want to wear a jacket if you don't want a shirt sleeve to show. Although most gowns and hoods now have velcro, it's still a good idea to wear something with a buttoned front as it will help the hood neckband sit better. The style and colour of your academic dress will depend on your institution. You will be shown this when you place your order and may wish to consider it when choosing your outfit.

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

>

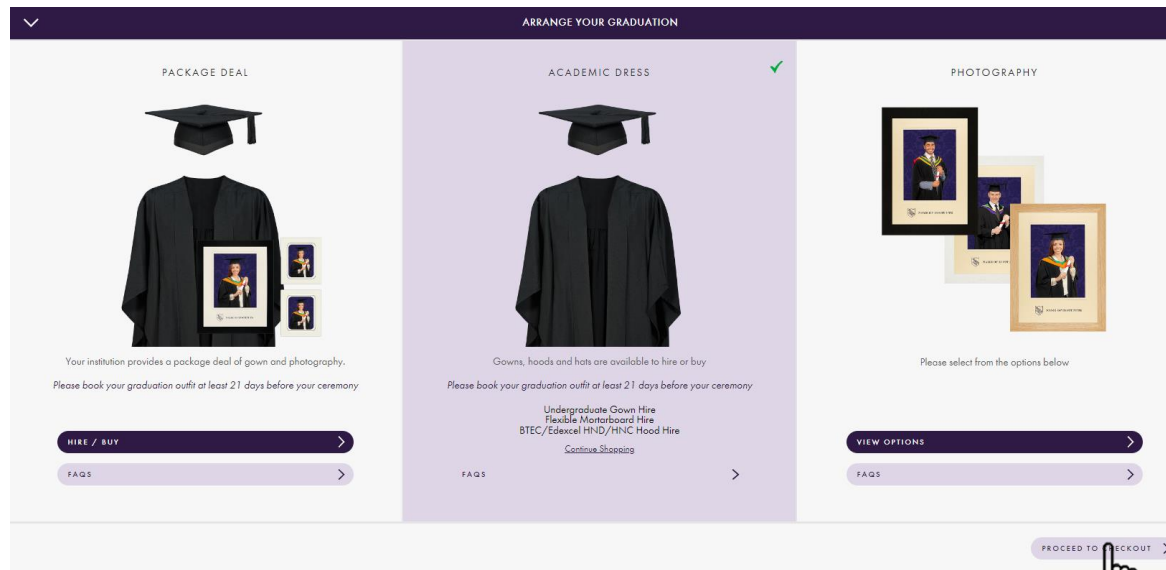
HIRE PRICE (COMPLETE DRESS): £52.00\*

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

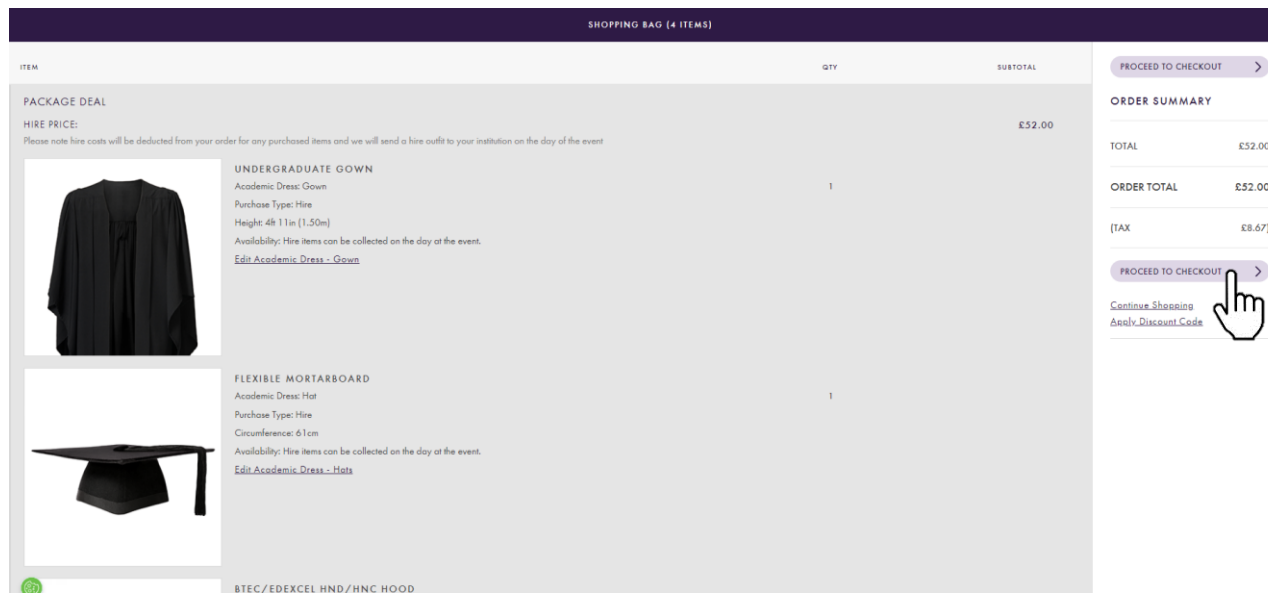
CONTINUE

>

- 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 photography.



- 8) Once you're happy with your photography 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

CREATE AN ACCOUNT

- 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 [privacypolicy@williamnortham.com](mailto:privacypolicy@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

☐ £13.00 UK  
(Your order will be dispatched as items become available which may be in multiple shipments)

☐ £10.00 UK  
(Your purchased (non-hire) 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. Hire items will be delivered to your ceremony gowning area unless you are otherwise advised.  
If looking to attend graduation or awards ceremonies, contact details may be shared with the hosting institution for event administration purposes or, where necessary, to post-out tickets in advance.

Back To Shopping Bag

CONTINUE TO PAYMENT >



- 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 >

