137th Commencement Exercises - Saturday, June 24, 2006

**Distribution of Caps and Gowns**

*To all AUB Graduating Students*

In order to efficiently expedite the process of distributing the caps, gowns and hoods to all graduating students, kindly follow the steps below:

**Step I:**
Fill-in a "Cap and Gown Registration Form" at the Registrar's Office.

**Step II:**
Take the form and proceed to pay the rental and refundable deposit amounts at the Cashiers Office, during cashiers working hours.

**Step III:**
After payment, proceed to pick-up the cap, gown, and hood from West Hall Room B109 (ext. 3155) as per the schedule below:

Monday May 29, 2006 to Friday June 23, 2006: From 9:00 am to 12:00 pm and from 2:00 pm to 4:00 pm from Monday to Friday (weekends not included).

**Step IV:**
Caps, gowns, and hoods can be returned after the commencement ceremony to West Hall room B109 (ext. 3155) as per the schedule below:
Monday June 26 2006 to Friday July 14, 2006 from 9:00 am to1:00 pm
Graduates returning their graduation Caps/Gowns and Hoods after the above dates will be charged a penalty fee of 15,000L.L. which will be deducted from their deposit.

End of September 2006 will be the last date to return the garments. If you do not return them by that date, we will consider that you would like to keep them and the full deposit will be charged.

**Step V:**
Proceed to the cashier's office with the copy of the Registration Form (blue) and the receipt for reimbursement of deposit. Kindly note that the 45,000 L.L. rental fees are not refundable.

Congratulations and many best wishes for a prosperous future from your University.