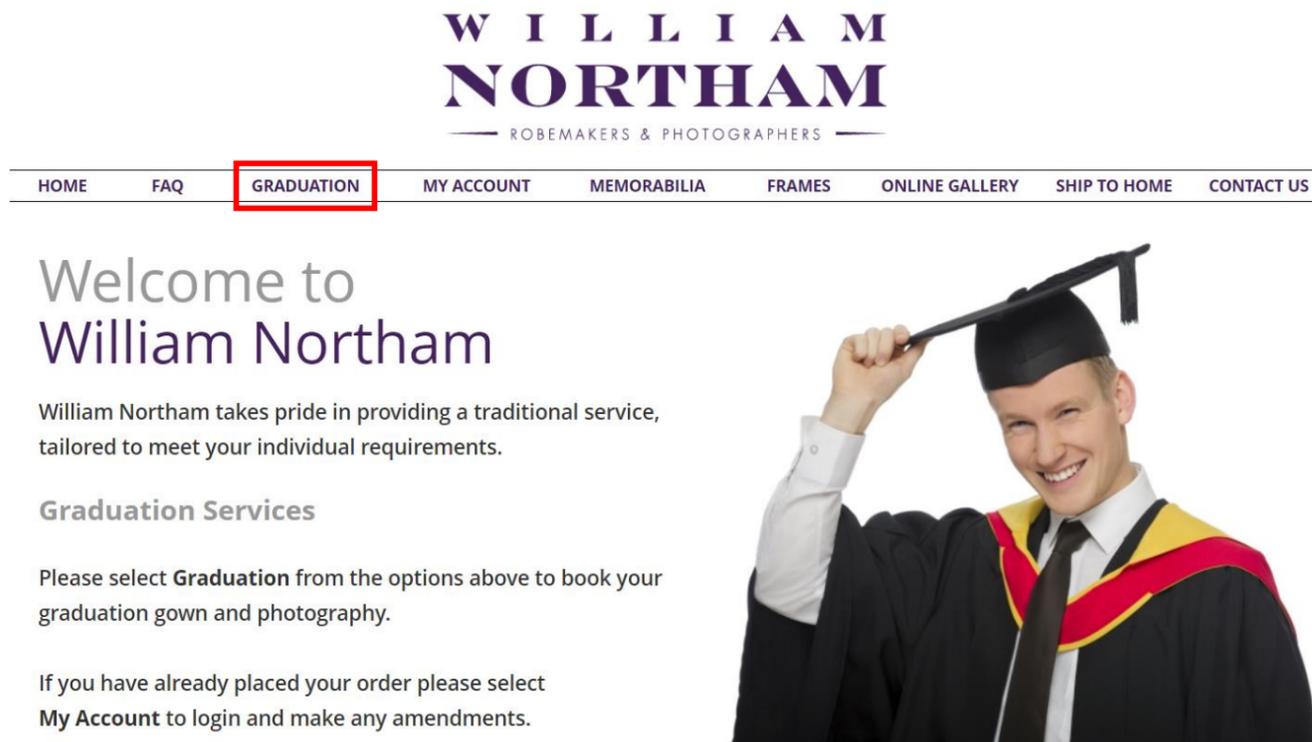


# How to hire your academic dress and tickets with William Northam

1) Go to the [William Northam website](#) and select 'Graduation' from the menu:



2) Enter 'University of Lincoln' on the 'Please Select your Institution' field:

## New Customer

### PLEASE SELECT YOUR INSTITUTION

To arrange the hire or purchase of your graduation outfit and photography, if applicable, please search for your institution/validating body.

**Find**

3) The University will automatically show on the page that follows, select 'Submit':

### Institution Details

To arrange the hire or purchase of your graduation outfit and photography, if applicable, please search for your institution/validating body.

**Back** **Submit**

- 4) Provide your Student ID details by giving your University, your surname as it was registered with the University starting with the three letters, and provide the email address to which you would like your order confirmation to be sent to (this does not need to be your student email address). Once complete, please select 'Submit':

## Your Graduation

**Student ID Details**  
StudentID

Example ID: 1234567

ID:

Surname:

Email:

- 5) The following page will provide you with confirmation of the ceremony to which you have been invited. Please select 'Next' to continue with the gown hire process:

**CEREMONY DETAILS**

Please note: This site is for student orders only. If this is not the ceremony you wish to attend, then please contact your University

**You have been allocated to attend on:**  
Lincoln Cathedral, 27 April 2022, 14:30



Choose from a range of accessories specific to your institution



UNIVERSITY OF  
LINCOLN

**Not Hiring a Gown?**  
[Click here to buy](#)



- 6) The next webpage will again confirm the ceremony you have been invited and also confirm the award which you will be receiving. Please press 'Next' to continue with the booking process.

## Award Details

**You are graduating with:**

**Institution**      University of Lincoln

**Ceremony**      Lincoln Cathedral, 27 April 2022, 14:30

**Level of award**   Bachelors/1st Degrees

**Name of award**   All Bachelor Degrees

If any of these details are incorrect, please contact [graduation@lincoln.ac.uk](mailto:graduation@lincoln.ac.uk) before continuing.

7) Please provide your personal information to create an account with the William Northam website to complete your order. Once you have provided all of your information, please press 'Next' to continue:

## Your Graduation

New User

Already registered

### Personal Details

#### PLEASE COMPLETE THE FOLLOWING DETAILS

If you are completing this form on behalf of someone else, please supply their details and not yours. Information provided will only be used by us in accordance with our [privacy policy](#)  
Mandatory fields are marked with an asterisk (\*)

Title*	Please select
First name*	<input type="text"/>
Last name*	<input type="text"/>
Email*	<input type="text"/>
Confirm email*	<input type="text"/>
Password*	<input type="password"/>
Confirm password*	<input type="password"/>
Mobile phone*	+44 <input type="text"/>
Contact number*	+44 <input type="text"/>

### Address Details

#### PLEASE COMPLETE THE FOLLOWING DETAILS

If you are completing this form on behalf of someone else, please supply their details and not yours. Information provided will only be used by us in accordance with our [privacy policy](#)  
Mandatory fields are marked with an asterisk \*

Use name from left column

First name*	<input type="text"/>
Surname*	<input type="text"/>
Address line 1*	<input type="text"/>
Address line 2	<input type="text"/>
Town/City*	<input type="text"/>
County/State	<input type="text"/>
Postcode*	<input type="text"/>
Country*	United Kingdom

We may use your information to notify you (by e-mail or post) about important changes to the website, about new William Northam products, services and special offers we think you would appreciate.

Please tick here to indicate that you would like to receive this information.

We may pass on your information to your institution so that they can notify you (by email or post) about products, services and special offers they think you would appreciate.

Please tick here to indicate that you would like to receive notifications from your institution.

If you change your mind and would rather not receive this information, please send an e-mail to [privacypolicy@williamnortham.com](mailto:privacypolicy@williamnortham.com)

Purchased items will be shipped to the delivery address. Hired items will be delivered to your ceremony gowning area unless otherwise advised.

If booking 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

Next

Exit

8) To proceed to order your gown, please select the button that says 'Click here to start your order'

## Your Graduation

### Your Graduation Summary

Institution	University of Lincoln
Date of Ceremony	27 April 2022 14:30
Level of Award	Bachelors/1st Degrees
Name of Award	All Bachelor Degrees

[Amend My Details](#)

### Progress

Gown hire	Ticketing	Memorabilia
Not Purchased	Not Purchased	Not Purchased

Please make sure you order your OWN and your GUESTS tickets

[CLICK HERE TO START YOUR ORDER](#)

### Choose your next step

Academic Dress Hire & Photography



9) This page will ask you to order your tickets. You will automatically be allocated a ticket for yourself please select the number of guest tickets required and select 'Next'



Ceremony only  
Select tickets required

**Number of Student Ticket required**

Student Ticket @ £0.00 (max 1)

**Number of Guest Ticket required**

Guest Ticket @ £0.00 (max 2)

**IMPORTANT:**  
If you have any special mobility requirements, please enter them below  
(please note we do not need dietary requirements)

To assist us, please enter a phonetic version (to assist the reader to pronounce your name) of your full name if you believe necessary:

Before purchasing your graduation tickets please ensure that you have read and agree to accept the Terms and Conditions outlined on the University of Lincoln website below:  
<https://www.lincoln.ac.uk/home/studentlife/graduation/>

Following your purchase a receipt will be emailed to the email address provided.  
Student and Guest tickets will be presented to you at the Registration desk on the day of your graduation ceremony.

Additional Information  
If you have any special requirements, please enter them below

**Next** **Exit**

You then have the chance to check out or continue with gown hire.

## Final Review

The ticket type is **Combined** (seat plus additional services as advised by your institution)



Item	Item Cost	Quantity	Total Cost
Student Ticket	£0.00	1	£0.00
Guest Ticket	£0.00	2	£0.00
			<b>Total £0.00</b>

Your Institution will issue your tickets by email, by post or by collection on the day

**Back** **Continue with Gown Hire** **Exit**  
**Checkout now**

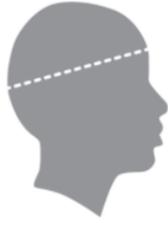
10. This page will ask you to provide your sizing information for your gown and hat hire. You will automatically be provided with the appropriate colour for the award that you will be receiving. You have the option to hire or buy each piece of attire.

Once you have completed your size details and selected your hire options, please select 'Next':

### Size Details

#### GENERAL RULES FOR MEASUREMENTS

**Gowns:** Please give your **full** height, when requested, in feet and inches or centimetres. If your chest is over 52" (132cm) you are further requested to supply your actual measurements.



**Hats:** Please supply the measurement, if requested, for the circumference of your head, one inch (25mm) above your eyebrows (see diagram). Please note that a hat is not always worn at graduation ceremonies.

## Your Graduation

**Note:** Items cannot be hired individually but you will receive a discount on your Gownhire if you buy all or part of the outfit. Hire discounts vary according to items purchased and may be up to 100%.

[Skip Hire](#)

Size Details	Options															
Unit of measurement: <input type="text" value="m/cm"/>	<table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: right;"><b>Hire</b></td> <td style="text-align: right;"><b>Buy</b></td> </tr> <tr> <td>Gown</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Hood</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Hat</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Robe Cover Bag</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		<b>Hire</b>	<b>Buy</b>	Gown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Robe Cover Bag	<input type="checkbox"/>	<input type="checkbox"/>
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Height: <input type="text" value="Please select"/>	<table border="0" style="width: 100%;"> <tr> <td>Black</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Black / Mid blue / Yellow</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Black</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Black	<input checked="" type="checkbox"/>	Black / Mid blue / Yellow	<input checked="" type="checkbox"/>	Black	<input checked="" type="checkbox"/>									
Black	<input checked="" type="checkbox"/>															
Black / Mid blue / Yellow	<input checked="" type="checkbox"/>															
Black	<input checked="" type="checkbox"/>															
Head circumference: <input type="text" value="Please select"/>	<input type="checkbox"/>															
Chest Size: <input checked="" type="radio"/> Up to 132 cm <input type="radio"/> Over 132 cm	<input type="checkbox"/>															
If your height does not appear in the box or if you have any other <a href="#">Special Requirements</a> check the box <input type="checkbox"/>	<input type="checkbox"/>															
The cost of hire is <b>£42.00</b>	<b>Extended Hire</b> for one week <b>£ 20.00</b> 1 week hire? <input type="checkbox"/>															

Back Next Exit

Please note you can order in centimetres

Unit of measurement

Or feet/inches

Unit of measurement

11. You will be provided with a summary of your order. To edit any of your gown hire details, select 'Back'. To finish your order select 'Checkout Now':

## Your Graduation

You have requested all the items you need to graduate. The details are shown below.

Hire Details											
Transaction	Description	Size Details	Value								
Hire	Hood - Lincoln Bachelor	N/A	£12.00								
Hire	Hat - Mortarboard	57	£5.00								
Hire	Gown - U/G ST4 (P5)	1.57m	£25.00								
<b>Hire Total: £42.00</b>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Institution</b></td> <td>University of Lincoln</td> </tr> <tr> <td><b>Ceremony</b></td> <td>University of Lincoln 25/04-05/05 2022</td> </tr> <tr> <td><b>Ceremony day</b></td> <td>27 April 2022 14:30</td> </tr> <tr> <td><b>Award</b></td> <td>Bachelors/1st Degrees</td> </tr> </table>				<b>Institution</b>	University of Lincoln	<b>Ceremony</b>	University of Lincoln 25/04-05/05 2022	<b>Ceremony day</b>	27 April 2022 14:30	<b>Award</b>	Bachelors/1st Degrees
<b>Institution</b>	University of Lincoln										
<b>Ceremony</b>	University of Lincoln 25/04-05/05 2022										
<b>Ceremony day</b>	27 April 2022 14:30										
<b>Award</b>	Bachelors/1st Degrees										
<b>Grand Total</b>		<b>£42.00</b>									

Please check this order carefully. **PAYMENT IS DUE. PLEASE DO NOT PRINT THIS PAGE AND BRING IT TO THE CEREMONY, IT IS NOT PROOF OF PURCHASE.** An order summary and booking number will be issued once payment has been received.

**Note:** If you have decided to buy *part* of your outfit, your hire charge has been reduced accordingly.

If you have decided to buy a *complete* outfit, the above details are for administration use only. No hire charge will be made to you.

Back Continue with Memorabilia Exit

Checkout now

12. When you select checkout now, you will be provided with Northam's terms and conditions to review and accept:

## Your Graduation

To enable us to process your order you need to accept the following terms and conditions.

### TERMS AND CONDITIONS

#### TERMS AND CONDITIONS OF SUPPLY

- Introduction
- Supplier of Products and Services
- Booking tickets for Ceremonies
- Product information
- Ordering and availability
- Changes to orders
- Delivery (purchased Products only)
- Delivery outside the United Kingdom
- Photography
- Price and payment
- Hire Products, collection and returns
- Cooling-off period
- Returns (purchased Products only)
- Refunds policy
- Faulty products
- Our liability
- General, law and disputes

I have read and agree to be bound by the terms and conditions above.

[Back](#) [Decline](#) [Accept](#) [Exit](#)

13. You will be asked to review and confirm your personal details and the billing address. This page will show the details you provided previously so that you can update them if required. Once ready to proceed, please select 'Next':

## Your Graduation

### Personal Details

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

Mandatory fields are marked with an asterisk (\*).

Please check your details are correct.

DELIVERY ADDRESS	CARD HOLDER ADDRESS
First name*	Use same name and address <input type="checkbox"/>
Last name*	First name*
Address Line 1:*	Last name*
Address Line 2	Address Line 1*
Town/City*	Address Line 2
County/State:	Town/City:*
Postcode *	County/State:
Country:*	Postcode: *
Mobile phone: +44 <input type="text"/> Enter number	Country:*
Telephone: +44 <input type="text"/> Enter number	Mobile phone: +44 <input type="text"/> Enter number
	Telephone: +44 <input type="text"/> Enter number

Delivery address required if different from cardholder address.

[Update Details](#)

Please provide a mobile phone if you want to receive SMS messages.

PLEASE NOTE: PO Box or University addresses will not be accepted.

All orders, with the exception of photographs and individual hats, will require a signature for you to receive the goods. Please ensure the address you give is one where someone will be able to sign for the delivery. A PO Box Number or University is not normally a suitable address. All photographs and individual hat orders will be posted by Royal Mail. You should receive your photographs within 4-6 weeks of your ceremony.

[Back](#) [Next](#) [Exit](#)

14. You then be provided with an overview of your order, plus a few questions to answer. Please select 'Order with obligation to pay':

### Final Purchase Details

Transaction	Description	Item Price	Colour/Fabric	Size Details	Availability	Quantity	Value
New Items							
Hire	U/G ST4 (P5)	£25.00	Deluxe Polyester	1.57m	N/A	1	£25.00
Hire	Mortarboard	£5.00	Event Hat	57	N/A	1	£5.00
Hire	Lincoln Bachelor	£12.00	Standard	N/A	N/A	1	£12.00
							£42.00

Please answer questions provided below

\* Required

Question	Answer
Course name (that you are graduating from) *	<input type="text"/>
Where are you living now (city/region) *	<input type="text"/>
What do you plan to do when you graduate *	<input type="text" value="Please select"/>
Details of current job/work/study *	<input type="text"/>
Would you like support from the careers and employment service *	<input type="text" value="Please select"/>

15. You will then be taken to a secure payment page, to provide your card details to pay for the gown hire. Please provide your details and select 'Pay Now'. Then follow the rest of the screens through to complete your order.

### William Northam

Secure payment

Card number \*


Expiry month \* Expiry year \*

MM  YY

Cardholder name \*

Security code \*

  3 digits on back of your card

The next screen you see may be payment card verification through your card issuer.

[Cancel](#)