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:

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

Submit
```

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:

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

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 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:

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

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

Please note you can order in centimetres

Unit of measurement: m/cm

Or feet/inches

Unit of measurement: ft/in

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

Your Graduation

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.

[Buttons: 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

First name*
Last name*
Address Line 1*
Address Line 2
Town/City*
County/State:
Postcode*
Country: United Kingdom
Mobile phone:
Telephones:

CARD HOLDER ADDRESS

Use same name and address ☐
First name*
Last name*
Address Line 1*
Address Line 2
Town/City*
County/State:
Postcode:
Country: United Kingdom
Mobile phone:
Telephone:

Delivery address required if different from cardholder address.

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.
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**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Description</th>
<th>Item Price</th>
<th>Colour/Fabric</th>
<th>Size Details</th>
<th>Availability</th>
<th>Quantity</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire</td>
<td>UO Gown (FS)</td>
<td>£23.99</td>
<td>Deluxe Polyester</td>
<td>1.7m</td>
<td>N/A</td>
<td>1</td>
<td>£23.99</td>
</tr>
<tr>
<td>Hire</td>
<td>Mortarboard</td>
<td>£5.00</td>
<td>Guest Hat</td>
<td>67</td>
<td>N/A</td>
<td>1</td>
<td>£5.00</td>
</tr>
<tr>
<td>Hire</td>
<td>Lincoln Bachelor</td>
<td>£12.99</td>
<td>Standard</td>
<td>66</td>
<td>N/A</td>
<td>1</td>
<td>£12.88</td>
</tr>
</tbody>
</table>

Please answer questions provided below * Required

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course name (that you are graduating from) *</td>
<td></td>
</tr>
<tr>
<td>Where are you living now (city/region) *</td>
<td></td>
</tr>
<tr>
<td>What do you plan to do when you graduate *</td>
<td>Please select</td>
</tr>
<tr>
<td>Details of current job (work/study) *</td>
<td></td>
</tr>
<tr>
<td>Would you like support from the careers and employment service *</td>
<td>Please select</td>
</tr>
</tbody>
</table>

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.