



Rutgers Business School
Newark and New Brunswick

Office of Undergraduate Programs

Rutgers, The State University of New Jersey
100 Rockefeller Road
Piscataway, New Jersey 08854-8075

www.business.rutgers.edu

Tele: 848/445-3600
Fax: 732/445-5647

Rutgers Business School

Cap and Gown Request Form

In Spring of 2017, the Rutgers Business School Office of Special Programs implemented a Cap and Gown Recycle Program to encourage graduating seniors to donate their cap and gown to future graduating seniors in need of assistance with purchasing regalia (valued at \$80 apiece).

To apply for assistance with your graduation regalia, please fill out this form in its entirety. Once it is completed, please return it to **Michelle Tomitz** at mtomitz@business.rutgers.edu with the subject line "Cap and Gown Request Form". Requests will be honored on a **first-come first-serve basis** and student's eligibility will be verified by the Financial Aid Office before a cap and gown is dispersed.

After University Commencement is over, you will be required to return your cap and gown back to our office so that we can continue providing assistance to seniors in the years to come. Details regarding returning your cap and gown will be given to you when you come to the office to pick up the regalia.

First Name: _____

Last Name: _____

RUID#: ____-00-_____

Email Address: _____

Approximate height: _____

Special Programs Office Use Only

2018-2019 FAFSA Submitted? _____ Cap/Gown Number: _____ Form Submitted on: ___/___/20___ Total Need: \$_____
