



Third Party Limited Release of Cap and Gown Form

Complete and sign the following:

Student Name: _____

Student ID Number: _____

I hereby authorize Benedictine University to release my cap and gown to the following person:

Name: _____ Relationship: _____

Address: _____

I understand that this authorization is only valid for picking up my cap and gown.

Designated person must present a valid form of identification (example: driver's license, school ID) for the release of the cap and gown.

Student Signature: _____

Date: _____

Submit completed form to Donna Madia in Scholl Hall Room 155, fax to (630) 829-6369 or e-mail to dmadia@ben.edu. This form may also be presented on day of cap and gown pick up.