



## HIRING OF GRADUATION GOWNS 2018

***TO BE COMPLETED BY EVERY GRADUAND IN DUPLICATE***

**A PERSONAL DETAILS**

Faculty/School/Institute: ..... Department: .....

Full Names: .....

Registration Number: .....

Contact Address:..... Tel. No .....

I have collected the following items of the Academic Dress after payment of Kshs.5000/= Graduation Fees, Kshs.1000/= for the Hiring of Gown and Kshs.500/= for Alumni.

(i) Hood  (ii) Cap  (iii) Gown  (Delete items not applicable)

**CLEARANCE BY STUDENT FINANCE**

Name of Clearing Officer : .....Sign: .....

Receipt No: .....Date & Stamp: .....

**CAUTION. DO NOT IRON THE ACADEMIC DRESS.**

**B** I understand that the gowns should be **returned not later than 21<sup>st</sup> December 2018**. Failure to which a fee of **Ksh. 1000/=** per day will be imposed.

I understand that the items of the academic dress that I have collected must be returned in the same condition in which they were issued.

As security I also deposit my National ID. Card/Passport/Driving License.

Date collected: ..... Signature: .....

Signature of the Issuing Officer..... Rubber Stamp: .....

*For: Registrar (AA)*

**C** I have returned the following items of the academic dress in good condition:

(i) Hood  (ii) Cap  (iii) Gown

I have paid the following amount for failing to return the gown as per the stipulated deadline.

Number of days after the deadline: ..... Amount Shs: .....

Receipt No: ..... Receiving Officer: .....

I certify that the items borrowed by the graduand have been returned in the same condition of which they were issued.

Name: ..... Signature: .....

Date: .....

**NB.** The original of this form will be kept in the students' file while the graduand retains a copy, which should be produced before collecting the 'Certificate. It will be the applicant's responsibility to ascertain the condition of the academic attire hired. Graduands will be charged for any damage to the dress.

