

UNIVERSITY OF NAIROBI
GRADUANDS CLEARANCE FORM

A **HIRE OF ACADEMIC DRESS: 60TH GRADUATION CEREMONY - FRIDAY DECEMBER 21, 2018**
(to be completed in triplicate)

NAME _____
(First name) (Middle Name/s) (Last name/surname)

REGISTRATION NO: _____ COLLEGE: _____

FACULTY /SCHOOL/INSTITUTE/CENTRE _____

Contact Address: _____ Postal Code: _____ Town/City: _____

Tel: _____ Mobile No.: _____ E-mail: _____

(NOTE): UNDERGRADUATE REGULAR STUDENTS ARE CLEARED BY THEIR RESPECTIVE COLLEGE BURSARS. ALL OTHER STUDENTS ARE CLEARED BY THE CESSP FINANCE OFFICE, GANDHI WING, GROUND FLOOR - ROOM G3.

B **COLLEGE BURSAR/ CESSP (Delete as appropriate)**
I confirm that the above-named graduand has:

(i) Cleared all the University debts:	
(ii) Paid the Graduation/Convocation fees	KShs. 1000.00*
(iii) Paid the Graduation Gown hire charges in respect of:	
(a) Gown (Diploma, Bachelors/Masters/Doctorate)	Kshs. 3000.00
(b) Hood (Bachelors/Masters/Doctorate)	Kshs. 500.00
(c) Cap (Bachelors/Masters/Doctorate)	<u>Kshs. 500.00</u>
Total amount received	<u>Kshs. 5000.00</u>
(d) Did not hire the academic dress.	

* This payment is compulsory whether one attends the graduation ceremony or not.

Cashier's Signature and Rubber Stamp: _____

C **GRADUAND:** I hereby confirm that I have received item **a** only or items **a, b and c** as indicated in (iii) above/Did not hire the Academic Dress. (Delete as is appropriate)

Signature: _____ Date: _____

D **THIS SECTION SHOULD BE SIGNED BY THE COLLEGE OFFICIAL AFTER RECEIVING BACK THE ITEMS.**
I confirm that the above-named person has now returned item **a** or items **a, b and c** that were on hire/Did not hire the Academic Dress and he/she is duly given authority to collect his/her diploma/degree certificate.

SIGNATURE & RUBBER STAMP COLLEGE REGISTRAR.

DATE


NOTE:

- (i) One copy of this form will be retained by the college official in-charge of the academic dress.
- (ii) The graduand will retain the other two copies which will ultimately be handed over to the official receiving back the items, see section 'D' above.
- (iii) The third signed copy will be retained and presented to the person issuing the degree certificate.

IMPORTANT:

- (i) Academic dress should be returned by **Friday, January 11, 2019**; a surcharge of **KShs. 100.00**** per day will be levied on all items returned after the given deadline.
- (ii) All Diplomas, Bachelors and Masters degrees certificates will be available for collection from the Central Examinations Centre, Chiromo Campus one and a half (1½) months from the date of graduation as will be advertised through the local dailies. Any Certificate not collected by Friday, **March 29, 2019** will be liable to a storage charge of Kshs. 1000.00 per year, or part thereof.
- (iii) PhD degree certificates will be issued during graduation.

**** Legal action will be taken against defaulters.**


B.M. WAWERU
ACADEMIC REGISTRAR (Ag.)