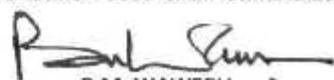




**UNIVERSITY OF NAIROBI
GRADUANDS CLEARANCE FORM**

A	<p align="center">HIRE OF ACADEMIC DRESS: 54TH GRADUATION CEREMONY - FRIDAY DECEMBER 4, 2015 (to be completed in triplicate)</p> <p>NAME _____ (Surname) (Other Names)</p> <p>REGISTRATION NO: _____ COLLEGE: _____</p> <p>FACULTY /INSTITUTE/SCHOOL/CENTRE _____</p> <p>Contact Address: _____ Postal Code: _____ Town/City: _____</p> <p>Tel: _____ Mobile No.: _____ E-mail: _____</p> <p>(NOTE): POSTGRADUATE REGULAR STUDENTS ARE CLEARED BY THE STUDENTS' FINANCE OFFICER AT GANDHI WING, GROUND FLOOR, ROOM G2; ALL OTHER STUDENTS ARE CLEARED BY THEIR RESPECTIVE COLLEGE BURSARS OR THE CESSP FINANCE OFFICE, GANDHI WING, GROUND FLOOR, ROOM G3.</p>									
B	<p>STUDENTS' FINANCE OFFICER/COLLEGE BURSAR (Delete as appropriate)</p> <p>I confirm that the above-named graduand has:</p> <p>(i) Cleared all the University debts:</p> <p>(ii) Paid the Graduation/Convocation fees KShs. 1000.00*</p> <p>(iii) Paid the hire charges in respect of:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">(a) Gown (Diplomas/Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 2000.00</td> </tr> <tr> <td style="padding-left: 20px;">(b) Hood (Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 500.00</td> </tr> <tr> <td style="padding-left: 20px;">(c) Cap (Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 500.00</td> </tr> <tr> <td style="padding-left: 40px;">Total amount received</td> <td style="text-align: right;">Kshs. 4000.00</td> </tr> </table> <p>(d) Did not hire the academic dress.</p> <p>Cashier's Signature and Rubber Stamp: _____</p>	(a) Gown (Diplomas/Bachelors/Masters/Doctorate)	Kshs. 2000.00	(b) Hood (Bachelors/Masters/Doctorate)	Kshs. 500.00	(c) Cap (Bachelors/Masters/Doctorate)	Kshs. 500.00	Total amount received	Kshs. 4000.00	<p>* This payment is compulsory whether one attends the graduation ceremony or not.</p>
(a) Gown (Diplomas/Bachelors/Masters/Doctorate)	Kshs. 2000.00									
(b) Hood (Bachelors/Masters/Doctorate)	Kshs. 500.00									
(c) Cap (Bachelors/Masters/Doctorate)	Kshs. 500.00									
Total amount received	Kshs. 4000.00									
C	<p>GRADUAND: I hereby confirm that I have received a, b, or c items as indicated in (iii) above/Did not hire the Academic Dress. (Delete as appropriate)</p> <p>Signature: _____ Date: _____</p>									
D	<p>THIS SECTION SHOULD BE SIGNED BY THE COLLEGE OFFICIAL AFTER RECEIVING BACK THE ITEMS.</p> <p>I confirm that the above-named person has now returned a, b or c items that were on hire/Did not hire the Academic Dress and he/she is duly given authority to collect his/her diploma/degree certificate.</p> <p>_____ _____</p> <p>SIGNATURE & RUBBER STAMP DATE</p> <p>FOR: COLLEGE REGISTRAR.</p>									
	<p>NOTE:</p> <p>(i) One copy of this form will be retained by the college official in-charge of the academic dress.</p> <p>(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.</p> <p>(iii) One of the signed copies will be retained and presented to the person issuing certificates.</p> <p>IMPORTANT:</p> <p>(i) Academic dress should be returned by Friday, December 18, 2015; a surcharge of KShs. 100.00** per day will be levied on all items returned after the given deadline.</p> <p>(ii) All Diplomas, Bachelors and Masters degrees certificates will be available for collection from the Central Examinations Centre, Chiromo Campus with effect from Monday January 17, 2016. Any Certificate not collected by Friday, February 26, 2016 will be liable to a storage charge of Kshs. 1000.00 per Year or part thereof. For the avoidance of doubt, any part of a year after the expiry of the collection date shall still attract a storage charge of Kshs. 1,000/=.</p> <p>** Legal action will be taken against defaulters.</p>									
	 B.M. WAWERU ACADEMIC REGISTRAR (Ag.)									