

**N/B FILL IN DUPLICATE**



<b><u>Late Return of Attire</u></b> Penalty <u>Kshs. 2,000</u> per day.
<b><u>Lost Attire:</u></b> Masters: Ksh. 25,000 Bachelors: Ksh. 20,000 Diplomas: Ksh. 15, 000
<b><u>Damaged Attire:</u></b> Gown Kshs 8,000 Hood Kshs. 2,000 Cap Kshs 2,000

**GRADUATION ATTIRE COLLECTION FORM**

This form must be filled in duplicate and presented when returning the academic attire

**Deadline for return of academic attire will be on 13<sup>th</sup> December 2022 at 5.00pm**

Name: .....

**Surname**

**First Name**

**Middle Name**

Course: .....Specialization.....

Student Registration No: .....Phone number.....

National ID No..... Email: .....

**Please tick appropriately.**

<u>Release Details</u>	<u>Return Details</u>	<u>Condition (comment)</u>
<b>Gown</b> ( )	<b>Gown</b> ( )	.....
<b>Hood</b> ( )	<b>Hood</b> ( )	.....
<b>Cap</b> ( )	<b>Cap</b> ( )	.....
Student sign: .....Date.....	Student sign: ..... Date.....	
Authorizing Officer: Name: .....	Authorizing Officer: Name: .....	
Sign: .....	Sign: .....	
Date: .....	Date: .....	