

N/B FILL IN DUPLICATE

ATTIRE NOT RETURNED BY THE DEADLINE WILL ATTRACT A PENALTY OF KShs. 2,000 PER DAY.

Lost Gown:

Masters: Ksh. 25,000
Bachelors: Ksh. 20,000
Diplomas: Ksh. 15, 000



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16TH GRADUATION 2024 ATTIRE COLLECTION FORM

This form must be attached when returning the attire

Note: The deadline for return of academic attire will be on Monday 29th July 2024 at 5.00pm

COLLECTION OF GOWNS, CERTIFICATES AND TRANSCRIPTS

This is to notify all graduands that Graduation attires shall be issued between **July 5th** to **July 15th** as per the notice on the website.

Certificates and transcripts collection date will be announced by the University on the graduation day. The following documents should be presented;

- **Duly signed copy of the gown return form**
- **Original National ID/Passport**
- **Student ID ;(Note: Lost student ID's attracts a penalty of Ksh. 600)**

Note: Uncollected certificates/transcripts will accrue a storage charge of **Ksh. 1000 per year**, (or any other rate determined by the University) effective **Monday, 3rd February 2025**

Full Names:

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>
Gown	()	Gown	()
Hood	()	Hood	()
Cap	()	Cap	()
Student sign:	Date.....	Student sign:	Date.....	
Authorizing Officer: Name:		Authorizing Officer: Name:		
Sign :		Sign:		
Date:		Date:		