

**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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**17<sup>TH</sup> 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 Wednesday, 11<sup>th</sup> December, 2024 at 5.00pm**

**COLLECTION OF GOWNS, CERTIFICATES AND TRANSCRIPTS**

This is to notify all graduands that Graduation attires shall be issued between **19<sup>th</sup> – 27<sup>th</sup> November 2024** 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 **Tuesday, 3rd June 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>
<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: .....		