




UNIVERSITY OF NAIROBI
GRADUANDS CLEARANCE FORM

A	<p>HIRE OF ACADEMIC DRESS: 56TH GRADUATION CEREMONY - FRIDAY DECEMBER 2, 2016 (to be completed in triplicate)</p> <p>NAME _____ (First name) (Middle Name/s) (Last name/surname)</p> <p>REGISTRATION NO: _____ COLLEGE: _____</p> <p>FACULTY /INSTITUTE/SCHOOL: _____</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/ CESSP (Delete as appropriate/)</p> <p>I confirm that the above-named graduand has:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(i) Cleared all the University debts:</td> <td></td> </tr> <tr> <td>(ii) Paid the Graduation/Convocation fees</td> <td align="right">KShs. 1000.00*</td> </tr> <tr> <td>(iii) Paid the Graduation Gown hire charges in respect of:</td> <td></td> </tr> <tr> <td> (a) Gown (Bachelors/Masters/Doctorate)</td> <td align="right">KShs. 2000.00</td> </tr> <tr> <td> (b) Hood (Bachelors/Masters/Doctorate)</td> <td align="right">KShs. 500.00</td> </tr> <tr> <td> (c) Cap (Bachelors/Masters/Doctorate)</td> <td align="right">KShs. 500.00.</td> </tr> <tr> <td>Total amount received</td> <td align="right"><u>KShs. 4000.00</u></td> </tr> <tr> <td>(d) Did not hire the academic dress.</td> <td></td> </tr> </table> <p>Cashier's Signature and Rubber Stamp: _____</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p>* This payment is compulsory whether one attends the graduation ceremony or not.</p> </div>	(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 (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	<u>KShs. 4000.00</u>	(d) Did not hire the academic dress.	
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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 align="center">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) The third signed copy will be retained and presented to the person issuing the certificate.</p> <p>IMPORTANT:</p> <p>(i) Academic dress should be returned by Friday December 16, 2016; 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 16, 2017. Any Certificate not collected by Friday February 24, 2017 will be liable to a storage charge of KShs. 1000.00 per Year.</p> <p>** Legal action will be taken against defaulters.</p> <p align="right">  B.M. WAWERU ACADEMIC REGISTRAR (Ag.) </p>																