

GRADUATION CLEARANCE FORM

(To be completed in Duplicate)

SECTION A: STUDENT DETAILS

FULL NAMES: .....

*(Write your name in uppercase as it should appear on your graduation certificate)*

*(Any amendment on the certificate will attract a reprint fee of Ksh.500.00)*

Student Admission No:..... Month of Admission..... Year.....

Course:.....

Phone No:..... Email address:.....

Parent/Guardian Phone No:.....

National ID No:..... Student Sign:.....

SECTION B: GRADUATION FEE PAYMENT

I certify that the above named student has paid the required Graduation fee Amount paid:..... Method of Payment (MPESA/BANK DEPOSIT).....

Signature of Account officer..... Date: .....

SECTION C: GRADUATION GOWN

*(i) Collection:*

I have collected the graduation gown after payment of graduation fee. I understand that the gown should be returned not later than ..... I agree to return the regalia on time and in good condition failure to which a fee of 500 per day will be imposed.

I understand that the academic dress I have collected **MUST** be returned in the same condition in which they were issued. A replacement fee will be charged for any damaged attire.

Date collected:..... Signature:.....

Name of issuing officer:..... Signature:.....

*(ii) Return*

I certify that the item borrowed have been returned in the same condition they were issued.

Receiving officer:..... Signature:.....

Date:.....

*Note:*

*\*The graduates shall retain a copy of this form which should be produced when collecting graduation gown and the academic certificate.*