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**UNIVERSITY OF NAIROBI**

**GRADUANDS CLEARANCE FORM**

|  |  |
| --- | --- |
| **A** | **HIRE OF ACADEMIC DRESS: 66TH GRADUATION CEREMONY - FRIDAY DECEMBER 17, 2021**(to be completed in triplicate)**NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**First name**) (**Middle Name/s)** (**Last name/surname)****REGISTRATION NO**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**YEAR OF ADMISSION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****FACULTY**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contact Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Postal Code**:\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_Town/City**:\_\_\_\_\_\_\_\_\_\_\_\_ **Tel**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mobile No**.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**E-mail**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B** | **COLLEGE BURSAR/** **CESSP** (**Delete as appropriate**/)**\*** This payment is compulsory whether one attends the graduation ceremony or **not**.I confirm that the above-named graduand has:(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:1. Gown (Diploma, Bachelors/Masters/Doctorate) Kshs. 3000.00
2. Hood (Bachelors/Masters/Doctorate) Kshs. 500.00
3. Cap (Bachelors/Masters/Doctorate) Kshs. 500.00\_\_

 **Total amount received Kshs. 5000.00\_** 1. Did not hire the academic dress.

**Cashier’s Signature and Rubber Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **C** | **GRADUAND:** I hereby confirm that I have received item **a only** or items **a, b and c** as indicated in (iii) above/Did not hire the Academic Dress. (**Delete as is appropriate)****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **D** | **THIS SECTION SHOULD BE SIGNED BY THE FACULTY OFFICIAL AFTER RECEIVING BACK THE ITEMS.**I confirm that the above-named person has now returned item **a**  or items **a, b and c** that were on hire/Did not hire the Academic Dress and he/she is duly given authority to collect his/her diploma/degree certificate.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**SIGNATURE & RUBBER STAMP DATE****FACULTY REGISTRAR.****NOTE:**(i) One copy of this form will be retained by the college official in-charge of the academic dress.(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.(iii) The third signed copy will be retained and presented to the person issuing the degree certificate.**IMPORTANT:** (i)Academic dress should be returned by **Friday, December 24, 2021;** a surcharge of **KShs. 100.00\*\*** per day will be levied on all items returned after the given deadline. (ii) All Diplomas, Bachelors and Masters degrees certificates will be available for collection from the Central Examinations Centre, Chiromo Campus one and a half (1½) months from the date of graduation as will be advertised through the local dailies. AnyCertificate not collected by **Friday, January 28, 2022** will be liable to a storage charge of Kshs**. 1000.00** per year, or part thereof. (iii) PhD degree certificates will be issued during the graduation. \*\* **Legal action will be taken against defaulters.** **WEBUYE,H.O.D****ACADEMIC REGISTRAR**  |