



**UNIVERSITY OF NAIROBI
GRADUANDS CLEARANCE FORM**

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|---|---|---|---------------|--|--------------|---------------------------------------|--------------|------------------------------|-----------------------------|---|
| A | <p align="center">HIRE OF ACADEMIC DRESS: 67TH GRADUATION CEREMONY - FRIDAY SEPTEMBER 23, 2022 (to be completed in triplicate)</p> <p>NAME _____ (First name) (Middle Name/s) (Last name/surname)</p> <p>REGISTRATION NO: _____</p> <p>FACULTY _____</p> <p>Contact Address: _____ Postal Code: _____ Town/City: _____</p> <p>Tel: _____ Mobile No.: _____ E-mail: _____</p> <p>(NOTE): UNDERGRADUATE REGULAR STUDENTS ARE CLEARED BY THEIR RESPECTIVE FACULTY ACCOUNTANT. ALL OTHER STUDENTS ARE CLEARED BY THE STUDENT FINANCE OFFICE, GANDHI WING, GROUND FLOOR - ROOM G3.</p> | | | | | | | | | |
| B | <p>FACULTY ACCOUNTANT (Delete as appropriate/) I confirm that the above-named graduand has:</p> <p>(i) Cleared all the University debts:</p> <p>(ii) Paid the Graduation/Convocation fees KShs. 1000.00*</p> <p>(iii) Paid the Graduation Gown hire charges in respect of:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">(a) Gown (Diploma, Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 3000.00</td> </tr> <tr> <td style="padding-left: 20px;">(b) Hood (Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 500.00</td> </tr> <tr> <td style="padding-left: 20px;">(c) Cap (Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 500.00</td> </tr> <tr> <td style="padding-left: 40px;">Total amount received</td> <td style="text-align: right;"><u>Kshs. 5000.00</u></td> </tr> </table> <p>(d) Did not hire the academic dress.</p> <p>Cashier's Signature and Rubber Stamp: _____</p> | (a) Gown (Diploma, Bachelors/Masters/Doctorate) | Kshs. 3000.00 | (b) Hood (Bachelors/Masters/Doctorate) | Kshs. 500.00 | (c) Cap (Bachelors/Masters/Doctorate) | Kshs. 500.00 | Total amount received | <u>Kshs. 5000.00</u> | <p>* This payment is compulsory whether one attends the graduation ceremony or not.</p> |
| (a) Gown (Diploma, Bachelors/Masters/Doctorate) | Kshs. 3000.00 | | | | | | | | | |
| (b) Hood (Bachelors/Masters/Doctorate) | Kshs. 500.00 | | | | | | | | | |
| (c) Cap (Bachelors/Masters/Doctorate) | Kshs. 500.00 | | | | | | | | | |
| Total amount received | <u>Kshs. 5000.00</u> | | | | | | | | | |
| C | <p>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)</p> <p>Signature: _____ Date: _____</p> | | | | | | | | | |
| D | <p>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.</p> <p>_____ DATE _____</p> <p>SIGNATURE & RUBBER STAMP DATE FACULTY REGISTRAR.</p> | | | | | | | | | |
| | <p>NOTE:</p> <p>(i) One copy of this form will be retained by the Faculty 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 degree certificate.</p> <p>IMPORTANT:</p> <p>(i) Academic dress should be returned by Friday, September 30, 2022; 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 one and a half (1½) months from the date of graduation as will be advertised through the University of Nairobi website. Any Certificate not collected by Friday, December 2, 2022 will be liable to a storage charge of Kshs. 1000.00 per year, or part thereof.</p> <p>(iii) PhD degree certificates will be issued during graduation.</p> <p>** Legal action will be taken against defaulters.</p> <p align="center">WEBUYE, H.O.D. ACADEMIC REGISTRAR</p> | | | | | | | | | |