



KIRINYAGA UNIVERSITY

Office of registrar ASA

Tel: +254 701562092, +254 728499650, +254 709742000/30

P.O. Box 143-10300 Kerugoya.

Email: academics@kyu.ac.ke

HIRING OF GRADUATION 2017 (Bachelors)

A. To be completed by every graduate in duplicate.

School..... Department.....

Full Names.....

Registration number.....

Contact Address.....Tel.No.....

I have collected the following items of the academic dress after payment of Kshs 4500/= convocation fees, Kshs 500/=for the hiring of gown and Kshs 1000/= for Alumni association fees.(Undergraduate total fee(kshs6,000/=)

(i)Hood No (ii) Cap No.....(iii) Gown No.....

Cleared by student Finance officer.....sign.....date.....

Receipt No.....

(Do not handwash or hot Press, dry clean academic dress only)

I understand that the gowns should be returned not later than **27th October 2017** failure to which a fee of **Kshs 500/= per day** will be imposed.

I understand that the item of the academic dress I have collected must be returned in the same condition in which they were issued.

Date collected.....Student Signature.....

Name of issuing Officer.....Signature.....

Rubber stamp.....

B. I have paid the following amount of failing to return the gown as per the stipulated deadline.

Number of days after the deadline.....amount in Kshs.....

Receipt No.....Receiving officer.....

I certify that the items borrowed by the graduates have been returned in the same condition of which they were issued.

Name.....signature.....

Date:

Any condition comment:

NB.

It will be the applicant's responsibility to ascertain the condition of the dress hired. Graduates will be charged for any damage to the dress.