



**KIRINYAGA UNIVERSITY**  
*Office of Registrar, ASA*

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**P.O. Box 143-10300 Kerugoya.**

**Email: academics@kyu.ac.ke**

*HIRING OF GRADUATION 2019 (DIPLOMA & CERTIFICATE)*

**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 3000/= convocation fees, Kshs 500/=for the hiring of gown and Kshs 1000/= for Alumni association fees. **(Total fees (4,500/=)**

(i)Hood No ..... ii) 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 **25<sup>th</sup> October 2019** 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.....

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.**

