

CHUKA



UNIVERSITY

**Academic Gown Requisition Form for Candidates
(To be completed in duplicate)**

1. Full name.....

Sir name	Other names
----------	-------------

 Registration Number..... Faculty
 Degree / Diploma / Certificate.....
 Contact Address..... Tel no.....
2. **Finance Officer** (Complete the remark column)
 I confirm that the above named:
 - (a) Has cleared all the university debts (YES/NO)
 - (b) Has paid Alumni and graduation fee (Ksh (YES/NO)
 - (c) Has paid the hire charges for academic gown (Ksh (YES/NO)
 Gown, Hood and cap (please tick the collected item/ s)
 (YES/NOReceipt Number
 Finance Office's Signature.....Date.....
3. **Graduand:** I Confirm that I have paid and collected the above named items
 Signature Date
4. **Graduate :** I confirmed that I have returned all the items loaned to me by the university
 SignatureDate
 That Mr/ Ms.....Has received the items from me.
 SignatureDate
5. **Dean of Faculty**
 I confirm that the above named has cleared with my Faculty and can now collect his / her Academic Certificate.
 Name Signature Date

NOTE

The academic gown should be returned on or before Friday 25th October, 2019S

Penalty

- (a) If you lose the academic gown, hood and cap you will be charged the current price of the item(s).
- (b) Laundry charges for soiled gown, hood and cap Ksh 500.
- (c) Late return of gown charges will be Ksh 500 per day.

Original: To be kept by officer issuing.
 Duplicate: To be kept by Candidate