

CHUKA



UNIVERSITY

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

Full name.....

Sir name

Other names

Registration Number..... Faculty

Degree /Diploma/ Certificate.....

Contact Address..... Tel no.....

1. **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.....

2. **Graduand:** I Confirm that I have paid and collected the above named items

Signature Date

3. **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

4. **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 15th December, 2023 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