CU/ADM/FORM/10

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/NO ……Receipt 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
   Signature ……..Date ……
   That Mr/Ms……...Has received the items from me.
   Signature ……..Date ……

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 28th October, 2022 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