

	TECHNICAL UNIVERSITY OF MOMBASA	
	Document: Form	Ref No.: TUM/Form/RAA/046
	Title: HIRE OF GRADUATION ATTIRE	
	Department: REGISTRAR ACADEMIC AFFAIRS	
	Issue No. 2	Revision No. 0
Date: 5th April 2018		

(To be filled in Duplicate)

A) PARTICULARS OF GRADUAND/HIRE

First Name: _____ Middle Name(s): _____ Last Name (Surname): _____
 Faculty/School/Institute: _____
 Department: _____
 Programme/Course Name: _____
 Registration Number: _____ Academic Year of Completion: _____
 Contact Address: _____
 Tel. No.: _____ Cell Phone No.: _____
 E-mail address: _____

B) COLLECTION OF THE GRADUATION ATTIRE

I have collected the following items of the Academic Dress upon payment of KES. 7,500/- (PhD), KES. 6,700/- (Masters), KES. 6,100/- (Bachelors), KES. 5,500/- (HDiploma/Diploma/Certificate) *(Tick Appropriately)*

i. Gown ii. Hood iii. Cap *(Tick Appropriately)*

Cleared by the Students Finance Office (Name): _____ Sign: _____

Receipt No.: _____ Date: _____

Note: I understand that the graduation attire should be returned within two weeks from the date of graduation failure to which a fine of **Kshs.500/-** per day will be surcharged. I undertake to ensure that items of each Academic Dress collected shall be in the same condition in which they were issued. **Please do not Iron the Academic Dress.**

As Security, I deposit my National ID Card/Valid Passport/Valid Driving License

Date Collected: _____ Signature: _____

Issuing Officer: _____ Signature: _____ Date/Stamp: _____

For: Registrar (Academic Affairs)



C) RETURNING OF THE GRADUATION ATTIRE

I have returned the following items of the Academic Dress in good condition

- i. Gown ii. Hood iii. Cap (*Tick Appropriately*)

Name: _____ Signature: _____ Date: _____

D) FINE FOR LATE RETURN OF ACADEMIC ATTIRE

I have paid the following amount for failing to return the gown as per the stipulated deadline:

Number of days after the deadline: _____ Amount KES: _____

Receipt No.: _____ Receiving Officer: _____ Date: _____

Any Additional Comment: _____

Original - Student's File

Duplicate - Graduand (To be produced before collecting the Certificate)

