



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY**

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**Office of the Registrar (AA)**  
E-mail: registrar@aa.jkuat.ac.ke

**HIRING OF GOWNS FOR 28<sup>TH</sup> GRADUATION CEREMONY - NOVEMBER 2016 (UNDERGRADUATE AND DIPLOMA)**

A. To be completed by every graduand in duplicate.

Faculty/School/Centre:.....Department:.....

Full Names: .....

Registration Number: .....

Contact Address: .....Tel. No.....

I have collected the following items of the Academic Dress after payment of **Kshs.3,500/= Graduation Fees, Kshs.600/= for the Hiring of Gown and Kshs.1,100/= for Alumni Association Fees. (Undergraduate and Diploma) Total fee (Shs. 5,200/=).**

(i) Hood No..... (ii) Cap No..... (iii) Gown No..... (Delete items not applicable)

Cleared by Student Finance Officer .....Sign.....Date.....

Receipt No:.....

**CAUTION: PLEASE DO NOT IRON THE ACADEMIC DRESS**

I understand that the gowns should be returned not later than **Friday 2<sup>nd</sup> December, 2016** failure to which a fee of **Kshs.500/=** per day will be imposed.

I understand that the items of the academic dress that I have collected must be returned in the same condition in which they were issued.

As security I also deposit my National ID. Card/Passport/Driving License.

Date collected..... Signature.....

Signature of the issuing Officer.....Rubber Stamp.....

**For: Registrar (AA)**

B. I have returned the following items of the academic dress in good condition:

(i) Hood No..... (ii) Cap No..... (iii) Gown No.....

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

Number of days after the deadline..... Amount Shs.....

Receipt No....., Receiving Officer .....

I certify that the items borrowed by the graduand have been returned in the same condition of which they were issued.

Name:.....Signature:.....

Date: .....

Any additional comment:.....

*Those who wish to buy their own graduation gowns should consult the Registrar (AA).*

**NB. The original of this form will be kept in the students' file while the graduand retains a copy, which should be produced before collecting the certificate.**

**It will be the applicant's responsibility to ascertain the condition of the dress hired.**

**Graduands will be charged for any damage to the dress**

JKUAT IS ISO 9001:2008

JKUAT 14001:2004 Certified

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