



**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

P.O. BOX 62000, CITY SQUARE, NAIROBI, 00200, KENYA. TELEPHONE: (067) 5870001-4

Office of the Registrar (Academic)

E-mail: registrar@aa.jkuat.ac.ke

**HIRING OF GOWN FOR 34<sup>TH</sup> GRADUATION CEREMONY NOVEMBER 2019 (Ph.D)**

**A. TO BE COMPLETED BY EVERY GRADUAND IN DUPLICATE**

College/School/Campus.....Department.....

Full Names..... Registration No:.....

E-mail Address..... Tel. No.....

**B. PAYMENT OF GRADUATION FEE**

To be cleared upon payment of **Kshs.5, 500/= Graduation Fees, Kshs.1, 000/= for the Hiring of Gown and Kshs.1,100/= for Alumni Association Fees. (Total KShs.7, 600/=)**

Cleared by Student Finance Officer.....Signature.....

Date.....**Receipt No**..... **(Stamp)**

**C. COLLECTION OF ACADEMIC DRESS**

I have collected the following items of the Academic Dress;

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

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

1. I understand that the gowns should be returned not later than **Friday, 13<sup>th</sup> December 2019**, failure to which a fee of **Kshs.500/=** per day will be imposed.

2. 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.

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

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

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

**For: Registrar (AA)**

**D. RETURNING OF THE ACADEMIC DRESS**

I have returned the following items of the academic dress in good condition;

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

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 Office of 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**

