



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 34TH GRADUATION CEREMONY NOVEMBER 2019 (Post-Graduate Diploma)

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.4, 500/= Graduation Fees, Kshs.600/= for the Hiring of Gown and Kshs.1,100/= for Alumni Association Fees. (Total KShs.6, 200/=)

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, 13th 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



Handwritten signature and date 6/11/19