



**OFFICE OF THE DEPUTY VICE CHANCELLOR  
(ACADEMICS, RESEARCH AND STUDENT AFFAIRS)**

**ACADEMIC GOWNS, HOODS AND CAPS HIRING FORM**

(To be filled in duplicate before collection of academic attire)

**Note:** This form should be filled by graduands whether attending graduation physically or virtually

**PART A: TO BE COMPLETED BY GRADUANDS**

..... <b>SURNAME</b>	..... <b>OTHER NAMES</b>
SCHOOL.....	REG. NO: .....
ADDRESS: .....	TEL. NO: .....
EMAIL: .....	AMOUNT PAID: KSH. .... (Graduation charges)
	RECEIPT NO: .....

I confirm that I have been issued with the following items: (TICK as appropriate)

ITEM	CADRE				
	DIPLOMA/CERTIFICATE	BACHELOR	POSTGRADUATE DIPLOMA	MASTERS	PHD
Gown					
Hood					
cap					

I fully understand that the above items must be returned **within 2 weeks after graduation day** failure to which I shall pay a penalty of Ksh. 1000 per day until all items are returned, OR pay the full cost of items plus the penalty in the event of their being lost or damaged while in my possession.

THE ITEMS MUST BE RETURNED TO THE SCHOOL WHERE THEY WERE ISSUED

..... <b>SIGNATURE</b>	..... <b>NATIONAL ID NO.</b>	..... <b>DATE</b>
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**PART B: FOR OFFICIAL USE ONLY**

(To be filled by the Receiving officer upon return of item/s borrowed)

I confirm that the above named has returned Academic Regalia as follows:

ITEM	CADRE			
	DIPLOMA/CERTIFICATE	UNDERGRADUATE	MASTERS	PHD
Gown				
Hood				
Cap				

Officer's Name: ..... Signature: ..... Date: .....

Penalty (if any) No. of Days: ..... Ksh ..... Receipt No.: .....

**GRADUANDS MUST RETAIN THE ORIGINAL COPY OF THIS FORM, TO BE PRODUCED WHEN COLLECTING RESPECTIVE CERTIFICATE, DIPLOMA AND DEGREE CERTIFICATES.**