

RONGO UNIVERSITY

DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)

GRADUATION REGALIA ISSUANCE FORM

(To be filled in duplicate when collecting gowns, hoods and caps)

SURNAME: OTHER NAMES REG., NO:

SCHOOL: (PROGRAMME (BSc. Agric.)

P.O. BOX MOBILE NO.:

AMT. PAID (Kshs.) Receipt No.

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

ITEM	DIPLOMA	UNDERGRADUATE	POSTGRADUATE	ISSUANCE DATE	RETURN DATE
CAP					
HOOD					
GOWN					

I fully understand that the above items should be returned **NOT** later than a week after the graduation ceremony failure to which I shall pay a penalty of Kshs. 500 per day until all the items are returned or pay full cost of the items in the event of being lost under my possession.

Note: the items must be returned to the School where they were issued.

Name of Student: Sign:

Name of the Issuing Officer: Sign:

PART B: FOR OFFICIAL USE ONLY

(To be filled by the receiving officer on return of items borrowed.)

I certify that the above named has returned academic regalia as follows:

ITEM	DIPLOMA	UNDERGRADUATE	POSTGRADUATE

Name of Student: Sign:

Name of Receiving Office Sign:

PENALTY (if any) days Kshs. Receipts:

(Graduand must retain the original copy of this form)

NOTE VERY CAREFULLY: That the form will be required at the time of collecting respective degree certificates.

That no certificate **WILL BE ISSUED without RETURN OF GRADUATION REGALIA**