



REGISTRAR, ACADEMIC 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	CERIFICATE	DIPLOMA	BACHELORS	POSTGRADUATE	ISSUANCE DATE	RETURN DATE
CAP						
HOOD						
GOWN						
SASH						

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.

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	CERTIFICATE	DIPLOMA	BACHELORS	POSTGRADUATE
CAP				
HOOD				
GOWN				
SASH				

Name of Student: Sign:

Name of Receiving Officer Sign:

PENALTY (if any) days Kshs. Receipts:

(Graduand must retain the original copy of this form)

NOTE:

- i. The items must be returned to the School where they were issued.
- ii. That the form will be required at the time of collecting respective degree certificates.
- iii. That no certificate **WILL BE ISSUED without RETURN OF GRADUATION REGALIA.**