

	<b>TECHNICAL UNIVERSITY OF MOMBASA</b>	
	Document: Form	Ref No.: TUM/Form/RAA/020
	Title: HIRE OF GRADUATION ATTIRE	
	Department: REGISTRAR ACADEMIC AFFAIRS	
	Issue No. 1	Revision No. 1
Date: 10th March 2017		

(To be filled in Duplicate)

**A) PARTICULARS OF GRADUAND/HIREE**

First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_ Last Name (Surname): \_\_\_\_\_

Faculty/School/Institute: \_\_\_\_\_

Department: \_\_\_\_\_

Programme/Course Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_ Academic Year of Completion: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**B) COLLECTION OF THE GRADUATION ATTIRE** I have collected the following items of the Academic Dress upon payment of  Kshs. 6700/- (Masters),  Kshs. 6100/- (Bachelors),  Kshs. 5500/- (H Diploma/Diploma/Certificate) *(Tick Appropriately)*

i. Gown       ii. Hood       iii. Cap       *(Tick Appropriately)*

Cleared by the Students Finance Office (Name): \_\_\_\_\_ Sign: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** I understand that the graduation attire should be returned not later than 7th December, 2017 failure to which a fine of **Kshs.500/-** per day will be surcharged. I undertake to ensure that items of each Academic Dress collected shall be in the same condition in which they were issued. **Please do not Iron the Academic Dress.**

As Security, I deposit my National ID Card/Passport/Driving License

Date Collected: \_\_\_\_\_ Signature: \_\_\_\_\_

Issuing Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date/Stamp: \_\_\_\_\_

**For: Registrar (Academic Affairs)**



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**C) RETURNING OF THE GRADUATION ATTIRE**

I have returned the following items of the Academic Dress in good condition

- i.  Gown      ii.  Hood      iii.  Cap (*Tick Appropriately*)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have paid the following amount for failing to return the gown as per the stipulated deadline:

Number of days after the deadline: \_\_\_\_\_ Amount KShs.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Receiving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Any Additional Comment: \_\_\_\_\_

**Original - Student's File**  
**Duplicate - Graduand (To be produced before collecting the Certificate)**

