

	<b>TECHNICAL UNIVERSITY OF MOMBASA</b>	
	Document: Form	Ref No.: TUM/Form/RAA/046
	Title: HIRE OF GRADUATION ATTIRE	
	Department: REGISTRAR ACADEMIC AFFAIRS	
	Issue No. 2	Revision No. 0

(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  KES. `4500/- (Masters),  Kshs.4000/- (Bachelors),  KES. 3500/- (HDiploma/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 .....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)**

**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 KES.: \_\_\_\_\_

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

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

***Original - Student's File***

***Duplicate - Graduand (To be produced before collecting the Certificate)***

