



**MURANG'A UNIVERSITY OF TECHNOLOGY**  
**OFFICE OF THE REGISTRAR-ACADEMIC AND STUDENT AFFAIRS**  
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**HIRING OF GOWNS FOR 5 GRADUATION CEREMONY- 15<sup>TH</sup> DECEMBER, 2021 (POSTGRADUATE, UNDERGRADUATE, DIPLOMA AND CERTIFICATE)**

**A. To be completed by every graduand in duplicate**

School: ..... Department:.....  
 Full Names.....  
 Registration Number:.....  
 Contact Address:.....Tel.No.....

I have collected the following items of the Academic Dress after payment of graduation fees as follows

Award	Graduation Fees (Mandatory)	Academic Dress (Gown) Optional	Alumni Fees (Mandatory)	Total (including Optional)
Undergraduate and Diploma	Kshs. 3,500	Kshs. 600	Kshs. 1,100	Kshs. 5,200
Masters	Kshs. 5,000	Kshs. 700	Kshs. 1,100	Kshs. 6,800
PhD	Kshs. 6,400	Kshs. 1,000	Kshs. 1,100	Kshs. 8,500

i. Hood No..... ii. Cap No..... iii. Gown No.....(Delete items not applicable)

Cleared by Student Finance Officer.....Sign.....Date.....

Receipt No:.....

**CAUTION: PLEASE DO NOT IRON THE ACADEMIC DRESS**

I understand that the gowns should be returned not later than, **Wednesday, 22<sup>nd</sup> December, 2021** failure to which a fee of **Kshs.500** per day will be imposed. I understand that the items of the academic dress that I have collected must be returned in the same condition in which they were issued.

As a security, I also deposit my National ID. Card/Passport/Driving Licence (Tick as appropriate)

Date collected ..... Signature.....

Signature of the issuing Officer.....Rubber Stamp.....

**B. I have returned the following items of the academic dress in good condition:**

i. Hood No..... ii Cap No..... iii Gown No.....

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

Number of days after deadline.....Amount Shs.....

Receipt No..... Receiving Officer.....

I certify that the items borrowed by the graduand have been returned in the same condition of which they were issued.

Name:..... Signature:.....

Date:.....

Any additional comment:.....

**NB. The original of this form will be kept in the Students' file while the graduands retains a copy, which should be produced before collecting the certificate. It will be the applicants' responsibility to ascertain the condition of the dress hired. Graduands will be charged for any damage to the dress.**