

	<b>ZETECH UNIVERSITY</b>	<b>REGISTRAR ACADEMICS</b>	
		<b>TITLE</b>	<b>GRADUATION CLEARANCE FORM</b> (To be completed in Duplicate)
		<b>Issue/Rev</b>	<b>1/7</b>

**SECTION A: STUDENT DETAILS**

**FULL NAME** \_\_\_\_\_

*(Write your name in uppercase as it should appear on your Graduation Certificate)  
 (Any amendment on the Certificate will attract a reprint fee of Kshs 4000/-)*

**STUDENT ADMISSION NO.** \_\_\_\_\_ **MONTH OF ADMISSION:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**FACULTY/SCHOOL:** \_\_\_\_\_ **PROGRAMME:** \_\_\_\_\_

**PHONE NO.** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_ **GUARDIAN PHONE NO** \_\_\_\_\_

**NATIONAL ID NUMBER:** \_\_\_\_\_ **STUDENT SIGN** \_\_\_\_\_

**SECTION B: ACADEMIC/ FINANCE CLEARANCE**

*(THIS SECTION SHOULD BE FILLED IN ORDER OF APPEARANCE)*

**Clearance: (Signature/Stamp)**

<b>HOD (Confirm Name is on the Graduation List)</b>  Name-----  Remarks-----	<i>Signature and stamp</i>
<b>LIBRARIAN</b>  Name-----  Remarks-----	<i>Signature and stamp</i>
<b>STUDENTS FINANCE</b>  Name-----  Remarks-----	<i>Signature and stamp</i>
<b>RECORDS OFFICE</b>  Name-----  Remarks-----	<i>Signature and stamp</i>



**SECTION C: GRADUATION FEE PAYMENT**

a) I certify that the above-named student has paid the required Graduation fee:

Amount Paid: -----Receipt Number:-----Signature of Finance Officer: -----

Date: ----- Official Stamp: -----

**NOTE:**

- The graduands shall retain a copy of this form which should be produced when collecting graduation gown and the Academic certificate.
- After a period of three months from the date of release of the certificate, a storage fee of Ksh. 500 will be incurred for the uncollected certificate. A monthly storage fee of Ksh. 100 will be charged for subsequent months.

**SECTION D: GRADUATION GOWN**

**(i) COLLECTION:**

I have collected the following items after payment of the graduation fees. (Tick where Applicable)

(I) Hood  (ii) Cap  (iii) Gown

I understand that the gown should be returned not later than ----- I agree to return a regalia on time and in good condition, failure to which a Fee of **Kshs 500/-** Per Day will be imposed.

I understand that the items of the academic Dress I have collected **MUST** be returned in the same condition in which they were issued. A replacement fee will be charged for any damaged attire.

Date Collected-----Signature-----

Name of the Issuing Officer-----Signature and Rubber Stamp-----

**(ii) RETURN**

I confirm that I have returned the following items of the Academic Dress in Good Condition.

(I) Hood  (ii) Cap  (iii) Gown  Student ID

I certify that the items borrowed have been returned in the same condition they were issued:

Receiving Officer-----Signature:-----Date-----

I have paid the following amount for failing to return the academic Dress on Time as per the stipulated Conditions.

Number of days after the deadline: -----

Amount: -----Receipt No:-----

Date Returned:-----Signature:-----

