



THE CO-OPERATIVE UNIVERSITY OF KENYA

P.O. BOX 24824-00502, KAREN-NAIROBI

TELEPHONE : (020)2430127

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

Website: www.cuk.ac.ke Email: registrar-aa@cuk.ac.ke

**HIRING OF GOWNS FOR 2ND GRADUATION CEREMONY 1ST DECEMBER 2017 (UNDERGRADUATE/
DIPLOMA/CERTIFICATE)**

A. To be completed by every graduand in duplicate

Faculty /School/Centre:.....Department.....

Full Name:.....

Registration Number.....

Contact Address:.....Tel. No.....

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

(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 **Friday 8THDECEMBER, 2017** failure to which a fee of **kshs. 300/=** 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 security I also deposit my National ID Card/Passport/Driving License.

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

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

For:Registrar (AA)

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 the 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:.....

Those who wish to buy their own graduation gowns should consult the Registrar (AA).

NB. The original of this form will be kept in the students' file while the graduand retains a copy, Which should be produced before collecting the certificate.

It will be the applicant's responsibility to ascertain the condition of the dress hired.

Graduands will be charged for any damage to the dress

