



CUK/RAA/FORM/01

THE CO-OPERATIVE UNIVERSITY OF KENYA

2019/2020

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

TELEPHONE :(020)2430127

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

Website: [www.cuk.ac.ke](http://www.cuk.ac.ke), Email: [registrar-aa@cuk.ac.ke](mailto:registrar-aa@cuk.ac.ke)

Hiring of gowns for 5<sup>th</sup> graduation ceremony 4<sup>th</sup> December 2020 (MASTERS/POSTGRADUATE/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 11<sup>TH</sup> DECEMBER, 2020** 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 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**



CUK is ISO 9001:2015 certified