



**ZETECH  
UNIVERSITY**

**REVENUE**

**CAUTION FEE REFUND FORM**

**Reference**

**F-13-1**

**Issue/Rev.**

**1/1**

**Student's Name:**

**Reg No /Adm No:**

**Course:**

**Department:**

**Contact Telephone:**

**E-mail:**

**Reason for  
Clearance:**

- 1. Completion
- 2. Transfer

**Date of  
Clearance**

**Date: / /**

**FOR OFFICIAL USE ONLY**

**Institute/School/Department:** It is confirmed that the student has sat and passed all the units for the course.

**Name:**

**Stamp & Signature**

**Date: / /**

**Library Section:** It is confirmed that the student has no obligations regarding borrowing books and other library resources.

**Name:**

**Stamp & Signature**

**Date: / /**

**Preferred Mode of Payment:** The student should indicate the preferred mode of payment. (No Cash payment will be made)

**Mobile Money Transfer (Tel).....(Safaricom only)**

**Student Bank Account No..... Bank..... Branch.....**

**See information Below on the specific dates to collect caution fee;**

**Branch Accountant:** It is confirmed that all the financial settlement have been completed.

**Name:**

**Stamp & Signature**

**Date: / /**

**Caution Fee Payable: (In Figures).....**

**Charges (If Applicable)..... Specify.....**

**Caution Fee Refundable: (In Figures ..... In Words.....**

**Authorized By: Campus Director**

**Name:**


**Stamp & Signature**

**Date: / /**

**Caution Fee Refundable: .....**

**Checked by Name: .....Signature..... Date: / /**



 <b>ZETECH UNIVERSITY</b>	<b>REVENUE</b>	
	<b>Reference</b>	<b>F-13-1</b>
<b>CAUTION FEE REFUND FORM</b>	<b>Issue/Rev.</b>	<b>1/0</b>
<p>Paid by Name: .....Signature..... Date:    /    /</p> <p>Petty Cash Voucher No..... Cheque No.....Mpesa No.....</p> <p>Student Signature: ..... Date:    /    /</p>		

**POINTS TO NOTE**

1. This form should be filled in triplicate, one copy for caution fee processing, one copy for collection of certificates and a final copy for the student.
  
2. Caution fee refunds will be collected between Noon and 4.00 pm as indicated below: students will bear the cost of sending and receiving via m-pesa. Caution fee will be issued for three consecutive Thursdays and then closed beginning:
  - 1) 3rd Thursday of January for forms received by 31st December.
  - 2) 3rd Thursday of May for forms received by 30<sup>th</sup> April.
  - 3) 3rd Thursday of September for forms received by 31<sup>st</sup> August

