	ZETECH UNIVERSITY	REGISTRAR ACADEMICS	
		TITLE	CLEARANCE FORM (To be completed in triplicate)
		Issue/Rev	1/3

SECTION A: STUDENT DETAILS

FULL NAME _____

*(Write your name in uppercase as it appears on your KCSE Certificate)
(Please note this is how your name will appear on your Graduation Certificate)*

STUDENT REGISTRATION NO. _____ MONTH OF ADMISSION: _____ YEAR: _____

DEPARTMENT/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)

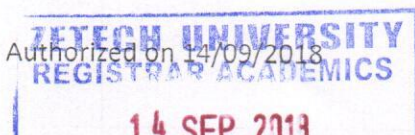
HOD (Confirm Name is on the Graduation List) Name----- Remarks----- -----	<i>Signature and stamp</i>
LIBRARIAN Name----- Remarks----- -----	<i>Signature and stamp</i>
STUDENTS FINANCE Name----- Remarks----- -----	<i>Signature and stamp</i>
RECORDS OFFICE Name----- Remarks----- -----	<i>Signature and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

(Student should attach copy of the graduation fee payment receipt)



Signature of Finance Officer/Accountant: -----

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

NOTE:

- The original of this form will be retained in the Registrar's Office.
- The student should attach copies of results slips for all semesters and graduation fee payment receipt on the clearance form.
- The graduands shall retain a copy of this form which should be produced when collecting the Academic certificate.
- Any amendment on the Certificate will be charged Reprint of Kshs 4000/-.
- If the Certificate is not collected three months after the graduation day, the student will be liable to pay a storage fee of Kshs 500/-, subject to an increment of Kshs 100/- per day, after the lapse of three 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 **23rd November 2018**. I agree to return all 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 of **Kshs 5000/-** will be charged for any damaged attire.

(NB/It is the applicant's responsibility to ascertain the condition of the academic Dress)

As security, I also deposited My National ID/Passport/Driving License.

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.

(II) Hood (ii) Cap (iii) Gown

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:-----

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

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



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