

	ZETECH UNIVERSITY	REGISTRAR ACADEMICS	
		TITLE	GRADUATION CLEARANCE FORM (To be completed in triplicate)
		Issue/Rev	1/5

SECTION A: STUDENT DETAILSs

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>
ADMINISTRATOR (Confirm students' correct details e.g Name) 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:

Authorized on 20/9/2019

REG-F-7-31



Amount Paid: -----Receipt Number:-----

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

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

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

NOTE:

- The student should attach copies of results slips for all semesters.
- The original of this form will be retained by student and shall be used to pick the final certificate.
- One copy of the clearance shall be retained in the Registrars' Office and the other copy shall be retained while picking gown.
- 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 ----- 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 ----- 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 -----



Authorized on 20/9/2019