

LAIKIPIA



UNIVERSITY

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**OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

**Academic Attire Requisition Form (Graduands)
(To be completed in triplicate all fields MUST be filled)**

1. **FULL NAME**.....
Registration Number.....Faculty.....
Degree/Diploma.....
Tel.no.....Alternate Tel. no.....
Email address.....Alternate Email address.....
Contact Address.....

2. **Student Finance (Complete the remark column)**
I confirm that the above named:
a. Has cleared all the University debts(YES/NO)
b. Has paid alumni and graduation fee (Ksh.....(YES/NO)
c. Has paid the Hire charges for academic attire (Ksh.....(YES/NO)
d. Gown, hood, and Cap (Please tick the collected item/s) (YES/NO)

3. **Graduand: I confirm that I have paid and collected the above named items**

Signature.....Date.....

4. **Graduand: I confirm that I have returned all and very same items loaned to me by the University.**

Signature.....Date.....

That Mr./Ms.....has received the items from me.

Signature.....Date.....

5. **Graduand: Please indicate your name as it appears in the national ID**

Name.....Signature.....

- NOTE:**
- a. All academic attires should be returned on or before
 - b. **Penalty: If you lose the academic attires you will be charged the current price of the item**
 - c. **There will be laundry charges for soiled attire; Gown Ksh 150, Cap Ksh 30 and Hood Ksh 30.**
 - d. **Late return of attire charges will be Ksh. 500 per day.**
 - e. **Identification cards must be produced prior to issuance of items.**
- Original: To be kept by Officer issuing attire**
Duplicate: To be kept by Graduand
TriPLICATE: To be kept by Alumni Office