

LAIKIPIA

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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:

- Has cleared all the University debts(YES/NO)
- Has paid alumni and graduation fee (Ksh.....)(YES/NO)
- Has paid the Hire charges for academic attire (Ksh.....)(YES/NO)
- 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:**
- All academic attires should be returned on or before
 - Penalty: If you lose the academic attires you will be charged the current price of the item
 - There will be laundry charges for soiled attire; Gown Ksh 150, Cap Ksh 30 and Hood Ksh 30.
 - Late return of attire charges will be Ksh. 500 per day.
 - 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