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OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)

DECLINE OF OFFER

To The Registrar (Academic Affairs)

Dear Sir/Madam,

This is to confirm that I **do not accept** the offer because of the following reasons:
……
……
……
……

Student's Names: …… …… ……
First *Middle* *Last/Surname*

Registration No: …….. ID No. …….....

KCSE Index No. …….....

Signature: ……Date: ……

FOR OFFICIAL USE ONLY

☐ Decline of Offer Accepted ☐ Decline of Offer Not Accepted

If the request is NOT accepted, a letter is written to the student to that effect.

Registrar's Comments:
Letter to the student on the outcome of this request sent on……

……..……..... ...…… ……...
Name of Registrar (AA): *Signature:* *Date:*

Official Stamp