

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

