



The Mombasa Polytechnic University College

(A CONSTITUENT COLLEGE OF JKUAT)



Office of the Registrar (Academic Affairs)

HIRING OF GRADUATION GOWNS FORM (FORM HGG-1)

This form should be completed in Duplicate

A. HIRING OF THE GRADUATION GOWN 2010

First Name.....

Middle Name(s).....

Last Name (Surname).....

Faulty/School/Campus/Centre.....

Department.....

Registration Number.....

Contact Address.....

.....

Tel. No. Mobile.....

Email:

B. COLLECTION OF THE GOWN

I have collected the following items of the Academic Dress upon payment of **Kshs.1,000/= Graduation Fee, Kshs.600/= for Hiring of the Gown and Kshs.100/= for Alumni Association Fees.**

i) Gown ii) Hood iii) Cap **(Delete items not applicable)**

Cleared by Students Finance Officer.....

Sign.....Date.....

Receipt No.....

NB: DO NOT IRON THE ACADEMIC DRESS

I understand that the gown should be returned not later than **Tuesday 30th November 2010**, failure to which a fee of Kshs.200/= per day will be surcharged. I undertake to ensure that items of each Academic Dress collected shall be returned in the same condition in which they were issued.

As security i also deposit my National ID. Card/Passport/Driving License.

Date Collected.....Signature.....

Signature of the issuing Officer.....Rubber Stamp.....
For: Registrar (AA)

C. RETURNING OF THE GOWN

I have returned the following items of the academic dress in good condition.

- i) Gown ii) Hood iii) Cap

I have paid the following amount for failing to return the gown as per the stipulated deadline.

Number of days after the deadline.....Amount Kshs.....

Receipt Number.....Receiving officer.....

I certify that the items borrowed by the graduand have been returned in the same condition as they were issued.

Name.....

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

Any Additional Comment:

Those who wish to buy their own gown should consult with the Registrar (AA)

NB The original of this form will be kept in the students file while the graduand retains a copy, which should be produced before collecting the certificate. It is the applicant’s responsibility to ascertain the condition of the dress hired.