



# 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 2011

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.1,500/= Graduation Fee, Kshs.800/= for Hiring of the Gown and Kshs.200/=**  
**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 **20th December 2011**, failure to which a fee of Kshs.500/= 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.**