



**KARATINA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**(Academic, Research and Students' Affairs)**  
 Hire of Academic Gowns

**\*Note:** To be filled in duplicate

**Year of Graduation:** .....

**PART 1: GRADUAND'S DETAILS AND DECLARATION (Diploma/Degree)**

**Name of Graduand:** ..... **Reg. No.** .....

**Name of Degree/Diploma:**.....

**School:**.....

**Declaration:**

I confirm that I have received the items ticked for the purpose of the Graduation ceremony and shall return them to the University after the ceremony. I further confirm that I will adhere to the deadline given for the return of the gowns without failure.

- 1. Gown:.....
- 2. Hood:.....
- 3. Cap: .....

**Amount paid:** ..... **R/No.**..... **Date:** .....

**Signature of Graduand:** .....**Date:** .....

**PART 2: RETURN OF GOWNS**

**Date returned:** ..... (*Attach receipt for penalty if returned after deadline*)

Amount due for late return (..... Days x Kshs. ....)

**Remarks:** (Cleared/Not Cleared) (*If 'NOT CLEARED' please indicate the items missing*)

.....

**Received by:** ..... **Designation, Sign & Stamp:**.....

(Name)

**Date:** .....

**NB: Original:** Issuing Officer

**Duplicate:** Person Hiring the Gown