MAASAI MARA UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

HIRING OF GRADUATION GOWNS - 2026

A. To be completed by every graduand in **Duplicate**.

School:……. Programme:……...
Full Name: ……
Registration Number: ……...
Contact Address:…….. Tel. No:…….

I confirm that I have collected the following items of the Academic Dress after payment of KShs…… Receipt No:……...

Hood ☐ Cap ☐ Gown ☐ *(Tick against issued items)*

(DO NOT IRON THE ACADEMIC DRESS)

I understand that the gowns **MUST** be returned not later than **Friday, 8th January, 2027** failure to which a fee of **One Thousand** (**KShs. 1000/=**) Shillings per day will be charged, inclusive of weekends.

I understand that the items of the academic dress that I have collected must be returned in the same condition in which they were issued.

Date Collected: …… Signature: …….....

Signature of the issuing officer: …… Rubber Stamp: ……..
For: Registrar, AA

B. I have returned the following items of the academic dress in good condition:
Hood ☐ Cap ☐ Gown ☐ *(Tick against returned items)*

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

Number of days after deadline..... Amount in Kshs……

Receipt No:…… Receiving officer: ……

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

Name:…… Signature: ……..

Date:……

Any additional comment: ……

*A copy of this form together with **Certified Copies** of the Clearance Form **MUST** be surrendered when collecting the certificate.*