

THARAKAP.O BOX 193-60215,
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OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

Academic Gown Requisition Form for Candidates (To Be Completed in Duplicate)

1. Full Name.....
 Registration number.....
 Faculty
 Degree/Diploma/Certificate.....
 Contact Address.....Tel no
2. Finance Officer (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 gown (Ksh..... (YES/NO)
 Gown, Hood and Cap (please tick the collected item)
 Receipt Number.....
 Finance Office's Signature.....Date.....
3. Graduand: I confirm that I have paid and collected the above-named items
 Signature..... Date.....
4. Graduate: I confirm that I have returned all the items loaned to me by the university
 Signature Date
 That Mr/Ms..... has received the items from me.
 Signature Date
5. Dean of Faculty
 I confirm that the above named has cleared with my faculty and can now collect his/
 her Academic Certificate.
 Name Signature..... Date.....

Note

The academic gown should be returned before date 10th December,2025.

Penalty

- a. If you lose the academic gown, hood and cap you will be charged the current price of item(s)
- b. Laundry charges for soiled gown, hood and cap Ksh 500
- c. Late return of gown charges will be Ksh 500 per day

Original: to be kept by officer issuing.

Duplicate: to be kept by Candidate