



**MASENO UNIVERSITY**  
**OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS**

**ACADEMIC GOWNS, HOODS AND CAPS HIRING FORM**

(to be filled in duplicate before collection of academic attire)

**Note:** This form should be filled by all graduands whether attending graduation physically or virtually.

**PART A: TO BE COMPLETED BY GRADUANDS**

.....

**SURNAME** **OTHER NAMES**

**SCHOOL**..... **REG. NO:**.....

**ADDRESS**.....**TEL. NO:**.....

**EMAIL:**.....

**AMOUNT PAID: KSHS. (Graduation Charges)**

**RECEIPT NO.**.....

I confirm that I have been issued with the following items: (TICK as appropriate)

ITEM	CADRE			
	DIPLOMA/CERTIFICATE	UNDERGRADUATE	MASTERS	PHD
Gown				
Hood				
Cap				

I fully understand that the above items must be returned before or by **8<sup>th</sup> January, 2024** failure to which I shall pay a penalty of Kshs. 500 per day until all the items are returned, OR pay the full cost of the items plus the penalty in the event of their being lost or damaged while in my possession.

THE ITEMS MUST BE RETURNED TO THE SCHOOL WHERE THEY WERE ISSUED

.....

**SIGNATURE** **NATIONAL ID NO.** **DATE**

**PART B: FOR OFFICIAL USE ONLY**

(To be filled by the Receiving Officer upon return of item/s borrowed)  
 I confirm that the above named has returned Academic Regalia as follows:

ITEM	CADRE			
	DIPLOMA/CERTIFICATE	UNDERGRADUATE	MASTERS	PHD
Gown				
Hood				
Cap				

**Officer's Name**..... **Signature:**..... **Date:**.....

**Penalty (If any) No. of Days**..... **Ksh**.....**Receipt No**.....

**GRADUANDS MUST RETAIN THE ORIGINAL COPY OF THIS FORM, TO BE PRODUCED WHEN COLLECTING RESPECTIVE CERTIFICATE, DIPLOMA AND DEGREE CERTIFICATES.**