



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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HIRE OF ACADEMIC GOWNS, HOODS AND CAPS FORM

(To be filled in duplicate before collection of academic gowns, hoods and caps)

PART A: (TO BE COMPLETED BY GRADUANDS)

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SURNAME	OTHER NAMES
SCHOOL:	REG NO:
ADDRESS:	TEL NO:

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

ITEM	CADRE			
	CERTIFICATE	DIPLOMA	BACHELOR	MASTERS/Ph.D
Gown				
Hood				
Cap				

Graduand's to leave the Original National Identity Cards

I fully understand that the above items must be returned from **Monday 11th to Friday 22nd March, 2019** failure to which I shall pay a penalty of **Kshs. 1,000** per day until all the items are returned, OR full cost of the items plus the penalty in the event of loss or damage in my possession.

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

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SIGNATURE	NATIONAL I.D NO	DATE
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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 (TICK as appropriate)

ITEM	CADRE			
	CERTIFICATE	DIPLOMA	BACHELOR	MASTERS/Ph.D
Gown				
Hood				
Cap				

Officer's Name..... Signature..... Date.....

PENALTY (If any) DAYS: KSH: RECEIPT NO:

GRADUANDS MUST RETAIN THE ORIGINAL COPY OF THIS FORM, WHICH MUST BE PRODUCED WHEN COLLECTING RESPECTIVE CERTIFICATE, DIPLOMA, BACHELOR AND MASTERS/Ph.D.