

THARAKA

P.O BOX 193-60215,
MARIMANTI. KENYA



UNIVERSITY

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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 Friday,20th December,2024.

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 Kshs 500
- c. Late return of gown charges will be Kshs 500 per day

Original: to be kept by officer issuing.

Duplicate: to be kept by Candidate.



TUN is ISO 9001:2015 Certified...



Education for Freedom/Elimu ni Uhuru