BOMET UNIVERSITY
DIVISION OF ACADEMIC AND STUDENT AFFAIRS
OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS
Email: registarasa@bu.ac.ke **P. O. Box 701-20400**
Website: www.bu.ac.ke **BOMET.**

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: …….…… ADM. NO:…….……

ADDRESS: ……. TEL. NO: ……

EMAIL: ……

AMOUNT PAID: KSHS……. E-CITIZEN RECEIPT NO: …….……. (Graduation Charges)

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 **27th November, 2026** 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 Office of the Registrar Academic Affairs where they were issued

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

PART B: <u>FOR OFFICIAL USE ONLY</u>

(To be filled by the Receiving Officer upon return of item/s borrowed)
I confirm that the above-named person 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……..... KShs…… E-Citizen Receipt No: …….....

GRADUANDS MUST RETAIN THE ORIGINAL COPY OF THIS FORM, TO BE PRODUCED WHEN COLLECTING RESPECTIVE CERTIFICATE AND TRANSCRIPTS