



KIBABII UNIVERSITY

NOTICE TO THE 2016 GRADUANDS

Following the postponement of the 1st Graduation Ceremony from **Friday, 18th November 2016** to **Thursday, 24th November 2016**, this is to provide a rescheduled procedure for clearance; collection/return of gowns and rehearsals.

1. DATE

The graduation ceremony will now be held on **Thursday, 24th November 2016** at **8.00a.m.** at the **Graduation Square**.

ALL GRADUANDS AND GUESTS SHOULD BE SEATED BY 8.00 A.M.

2. CLEARANCE

ALL graduands are expected to have **CLEARED** with the University by **Friday, 18th November 2016** on the following:

- 2.1 Confirm inclusion of their names on the graduation list at their respective Faculty/School.
- 2.2 **CLEARED** payment of **all** University **FEES arrears**.
- 2.3 Completed the process of clearance obtaining certified clearance from each Faculty/School, Departments, Sections and Units using the **CLEARANCE FORM**.
- 2.4 Submitted a legible copy of the National Identity Card for the purpose of writing the official names on the Academic Certificates.

3. GRADUATION FEES

ALL graduands must pay a mandatory non-refundable graduation fee as was indicated in our newspaper advertisement on **Tuesday, 18th October 2016** (a copy provided below).

4. ACADEMIC REGALIA

The Academic Regalia will be available for hire as from **Monday, 21st November 2016** to **Wednesday, 23rd November 2016** at your respective Faculty/School.

The Academic Regalia **MUST** be returned to the University on or before **Tuesday, 29th November 2016** at **5.00 p.m.** Those who **FAIL TO RETURN** the Academic Regalia by this date will attract a **PENALTY** of **Kshs. 500/= (Kenya Shillings Five Hundred Only)** per day.

5. REHEARSAL



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ALL graduands who wish to participate in the graduation ceremony must attend the rehearsal to be held on **Wednesday, 23rd November 2016** at **9.30 a.m.** at the **Graduation Square**. Graduands should be in full Academic Regalia at the Rehearsal.

Each graduand will be issued with two (2) invitation cards which will be collected from their respective Faculties/Schools as from **Monday, 21st November 2016**.

6. ALUMNI FEE AND ALUMNI ASSOCIATION MEETING

In addition to the graduation fees each candidate **MUST** pay a mandatory **ALUMNI FEE** of Kshs. 1,000/= (Kenya Shillings One Thousand Only). A meeting for Alumni Association will be held on the rehearsal day on **Wednesday, 23rd November 2016** at **1.00 p.m.** at the **Auditorium B**.

7. ENQUIRIES

For more information, please contact the Deputy Registrar (AA) and/or visit the University website.



M.S. Maleche
DEPUTY REGISTRAR (ACADEMIC AFFAIRS)



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