

## INTERNAL MEMO

**FROM:** REGISTRAR AA

**DATE:** 14<sup>th</sup> Dec.2020

**TO:** All PROSPECTIVE GRADUANDS

**REF:** JOOUST/ADM/1/14

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**SUBJECT: COLLECTION OF GOWNS AND PARTICIPATION BY STUDENTS  
DURING THE 8<sup>TH</sup> GRADUATION CEREMONY**

Prospective Graduands are informed as follows:

- i) The 8<sup>th</sup> Graduation Ceremony shall be virtual. Therefore it is expected that graduands, parents/ guardians and other interested parties to follow the proceedings from home or wherever will be. **No student, UNLESS INVITED OFFICIALLY, shall be allowed on campus and at the Graduation Square during the graduation ceremony.**
- ii) Due to the spike in COVID-19 please avoid any gathering around the University or in your residence.
- iii) Gowns may be collected from the School Administrators in your respective Schools between **15<sup>th</sup> and 17<sup>th</sup> December, 2020 from 9.00am to 3.00pm.** Kindly, you are advised to leave the University compound as soon as you have picked your gown.
- iv) All gowns must be returned by 15th January 2021. Upon return you must show proof of fees clearance by producing the latest fee statement signed by Chief Finance Officer and fully filled and approved clearance form from your student portal.
- v) Late return of gowns shall attract a charge of Ksh.500 per day (inclusive of weekends) as per University policy.

Your cooperation will be highly appreciated.



**Dr. Walter Akuno, PhD.**  
**Registrar Academic Affairs**

Copy to:

Vice Chancellor; DVC AA; Deans; CODS; School, CSO, CFO; Webmaster.