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BANDARI MARITIME ACADEMY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

ACADEMIC GOWN ISSUE AND RETURN FORM

Date: _____

GRADUATION CEREMONY DATE: _____

A. COLLECTION OF ACADEMIC DRESS

To be completed by every graduand in duplicate.

Faculty/School: _____

Program _____

Full Names: _____

Registration Number: _____

ID No/Passport No: _____

Contact Address: _____

Telephone No.: _____

I acknowledge receipt of the following items of academic gown, upon confirmation of the applicable graduation fees:

(i) Hood & Gown No.: _____

Cleared by Student Finance Officer:

_____Signature**:**_____ Date**:** _____

Receipt No.:

_____

CAUTION: PLEASE DO NOT WASH OR IRON THE ACADEMIC DRESS.

I undertake to return the academic dress on or before **Thursday, 10th December 2026.** I understand that a late return will attract a charge of **Kshs. 1,000/= per day,** in accordance with the Academy's approved rates.

I further undertake to return all items in the same condition in which they were issued. I acknowledge that I may be held responsible for any loss or damage to the academic gown.

As security, I deposit my National Identity Card / Passport / Driving Licence (as applicable).

Date collected: _____
Signature:_____
Signature of Issuing Officer: _____
Stamp:_____

B. RETURN OF ACADEMIC DRESS

I confirm that I have returned the following items of academic gown in good condition:

(i) Hood No.: _____ (ii) Gown No.: _____

Where applicable, amount paid for late return / loss / damage:
Kshs._____ **Receipt No.:** _____

Number of days after the return deadline (if applicable): _____
Receiving Officer: _____

I certify that the items borrowed by the graduand have been returned in the same condition in which they were issued, subject to any comments recorded below.

Name: _____
Signature:_____
Date: _____
Any additional comments:

_____
_____
_____
_____

IMPORTANT NOTES

- The original copy of this form shall be retained by the Academy, while the graduand shall keep a copy.
- Graduands wishing to purchase their own graduation gowns should consult the Office of the Registrar, Academic Affairs.
- It is the graduand's responsibility to verify the condition of the academic gown at the time of collection.
- Graduands WILL be charged for any loss or damage to the academic gown, in accordance with the Academy's applicable policies and approved rates.