



UGENYA TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 74-40614 Segla | Tel: +254 115 107907 | Email: info@ugenyatvc.ac.ke

GRADUATION GOWN COLLECTION / RETURN FORM

STUDENT DETAILS

Full Name:			
Admission No.:		Phone No.:	
Course / Programme:		Department:	
Graduation Year:		Gown Size:	

GOWN ITEMS ISSUED / RETURNED

#	Item Description	Condition	Remarks
1	Graduation Gown		

DATES

Date of Collection:		Date of Return:	
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AUTHORIZATION SIGNATURES

Student Signature:		Date:	
Issuing Officer (Name & Sign):		Date:	

Note:

All gowns must be returned within 4 days after the graduation ceremony, that is 19th May 2026 by 1.00 PM. Lost or damaged gown/s will attract a replacement fee.

All graduand are expected to deposit their National Identification Cards at the Registry to warrant gown collection and will be issued back upon return of the gown.