



OUTSPAN MEDICAL COLLEGE

GOWN COLLECTION AND RETURN FORM

OMC/FM/PRC/31

HIRING OF GRADUATION GOWN FOR THE 13TH GRADUATION CEREMONY

A. TO BE COMPLETED BY EVERY GRADUAND IN DUPLICATE

Full Names of the student (as per I.D.).....

Admission number..... I.D. Number.....

Department.....

Phone number..... Email:

Guardian's phone number.....

Physical address.....

B. COLLECTION OF THE GOWN

I have collected the following items after payment of the required amount of graduation fee;

Tick (V)

Gown ☐

sash ☐

I understand graduation items should be returned not later than Monday, 2nd December 2024 failure to which a fee of KES.500 per day, after this date, will be imposed.

I understand that the gown and sash that I have collected **MUST** be returned in the same condition in which they were issued.

I also present a copy of the national ID (the original ID **MUST** be produced during gown issuance).

Serial No. (Gown)..... Date collected

Issued by (Name & Signature).....

Collected by: (Name & Signature).....

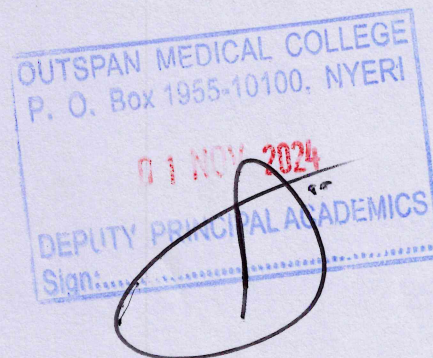
C. RETURNING OF THE GRADUATION ITEMS

I have returned the following items in good condition:

Tick (V)

Gown ☐

sash ☐





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I have paid the following amount for failing to return/damaging the gown as per the stipulated deadline.

Number of days after the deadline..... Amount KES.....

Receipt No.

Serial No. (Gown)..... Date of return.....

Returned by (Name & Signature).....

Receiving officer (Name & Signature).....

D. CONFIRMATION OF RETURNED GRADUATION ITEMS

I certify that the items borrowed by the graduand have been returned in the same condition in which they were issued.

Name:..... Signature.....

Date:.....

Any additional comment

NB:

- a) The original copy of this form will be kept in the graduation file while the graduand retains a copy, which should be produced when returning the gown and when collecting the certificate***
- b) Graduands will be charged for any damage or loss of any item issued***
- c) Graduands must collect their gowns and sash in person***

