

STUDENT CLEARANCE FORM (GRADUATING STUDENT)

Surname: _____ Other Names: _____
 Student ID: _____ Phone Contact: _____
 Duration of Study: From _____ To: _____ Sponsor: _____
 Application Form (Clearance) Due Date: June 30th 2021 (Outstanding fees to be settled by 30/06/2021)
 Course: _____ School: _____

Courses – Please Tick (✓)	Year 1		Year 2		Year 3		Year 4	
	Sem.1	Sem.2	Sem.1	Sem.2	Sem.1	Sem.2	Sem.1	Sem.2
Proficiency Award								
Certificate								
Diploma								
Graduate Diploma								
Degree								

SECTION A: SCHOOL

Deficiencies, breakages etc: _____ Estimated Cost _____ Signature of Coordinator _____
 Signed: _____ Dean of School: _____
Comment: _____

SECTION B: LIBRARY

Signed: _____ Librarian: _____
Comment: _____

SECTION C: CAMPUS LIFE – STUDENT SERVICES (Residential Status/Students Only)

Room Number: _____ Room Key returned: Yes/No _____ Meal Card Returned: Yes/No _____
 Signed: _____ Warden/Matron: _____
Comment: _____

SECTION D: FINANCE /BURSAR

Outstanding Fee (Includes all fees, outstanding tuition, registration etc.)

Outstanding (Fees): Year 1 - Amount: (\$) _____
 Year 2 - Amount: (\$) _____
 Year 3 - Amount: (\$) _____
 Year 4 - Amount: (\$) _____

*Please note that **ALL OUTSTANDING fees MUST BE SETTLED** by the **30th June 2021**
 Failure to do so will result in your name being omitted from the December 2019 graduation list.*

Total Outstanding Fees: (\$) _____

Signed: _____ Cashier Name: _____ Date: _____
Comment: _____

SECTION E: STUDENT ACADEMIC SERVICES (SAS) OFFICE

(To confirm that all outstanding obligations have been met, or list remedial action)

Signed: _____ SAO (Academic)

Comment: _____

PROCEDURE FOR END SEMESTER

1. All students are required to complete (where applicable) Sections A, B, C & D of this form in full.
2. All Forms are to be returned to the Student Academic Service (SAS) Office after Sections A, B, C & D are fully completed (where applicable)

FOR ACADEMIC OFFICE USE ONLY

Remedial Actions to be taken:

1. _____
2. _____
3. _____
4. _____