STUDENT CLEARANCE FORM (GRADUATING STUDENT)

Surname: _____ **Other Names:** _____

Student ID: _____ **Phone Contact:** _____

Duration of Study: **From** _____ **To:** _____ **Sponsor:** _____

Application Form (Clearance) Due Date: 17ᵗʰ March 2023 *(Outstanding fees to be settled by 17/02/23)*

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: ($) _____   *Please note that **ALL OUTSTANDING fees***
Year 2 - Amount: ($) _____   ***MUST BE SETTLED** by **17/03/2023***
Year 3 - Amount: ($) _____   Failure to do so will result in your name being
Year 4 - Amount: ($) _____   omitted from the August 2022 graduation list.

Total Outstanding Fees: **($)** _____

Signed : _____ Cashier Name: _____ Date: _____

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. _____

SECTION E: STUDENT ACADEMIC SERVICES (SAS) OFFICE
(To confirm that all outstanding obligations have been met, or list remedial action)

Signed: _____SAO (Academic)

Comment: _____