

STUDENT CLEARANCE FORM (GRADUATING STUDENT)

Surname: _____ Other Names: _____

Student ID: _____ Phone Contact: _____

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

Application Form (Clearance) Due Date: **10th August 2025** (Outstanding fees to be settled by 10/08/25)

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 10/08/25. _____

Failure to do so will result in your name being
omitted from the August 2022 graduation list.

Total Outstanding Fees: (\$) _____

Signed: _____ Cashier Name: _____ Date: _____

Comment: _____

PROCEDURE FOR END OF SEMESTER CLEARANCE

- All students are required to complete Sections A, B, C, and D of this form (where applicable).
- Completed forms must be submitted to the **Student Academic Services (SAS) Office**.

FOR ACADEMIC OFFICE USE ONLY

Remedial Actions to be Taken (if any):

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