



# TOM MBOYA UNIVERSITY

KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE

Office of the Registrar (Academic and Student Affairs)

## 1<sup>ST</sup> Graduation Ceremony to be held on Wednesday 21<sup>st</sup> December, 2022.

Tom Mboya University (TMU) wishes to inform **all candidates** of 2017/2018 and 2018/2019 cohorts who are qualified for the conferment of various Degrees, award of Diplomas and Certificates in the 2021/2022 Academic Year that the Graduation Ceremony will take place on **Wednesday 21<sup>st</sup> December, 2022** at **Tom Mboya University**. **ALL Graduands and invited Guests** should be seated at **8:00am**.

**Graduands are instructed to take note of the following conditions to participate in the graduation:**

**1. Clearance of Tuition Fees and Other Statutory charges**

Only Graduands who shall have cleared **ALL TUITION FEES AND OTHER STATUTORY CHARGES** shall be allowed to Graduate.

**2. Graduation Fees**

Only Graduands who shall have paid a mandatory non-refundable graduation fees and presented clearance forms from the finance office latest **Monday 5<sup>th</sup> of December, 2022** shall be allowed to graduate.

The graduation fees for various categories are as follows:

S.No	Category	Graduation Fees (KES)	Fee for Hire of Academic Regalia (KES)	Alumni Fees (KES)	Total Graduation Charges (KES)
1.	Doctorate	6,000.00	3,000.00	2,000.00	11,000.00
2.	Masters	6,000.00	3,000.00	2,000.00	11,000.00
3.	Bachelors	5,000.00	2,000.00	2,000.00	9,000.00
4.	Diploma	3,500.00	1,000.00	2,000.00	6,500.00
5.	Certificate	2,500.00	1,000.00	2,000.00	5,500.00

**3. Confirmation of the Graduation Status**

Graduands should confirm their graduation status and order of their names the way they appear in the KCSE certificate or equivalent from their respective faculties by filling graduation application form available on the University website latest **5<sup>th</sup> December, 2022**.

**4. Bank Account**

All Graduands are to pay the applicable fees and charges in the following bank account:

S/No.	Account Name	Account No.	Bank	Branch
1.	Tom Mboya University College	0980269346780	Equity	Homa Bay

5. **Academic regalia**

The Academic Regalia will be issued from the respective Faculties between **Monday 19<sup>th</sup>** and **Tuesday 20<sup>th</sup> December, 2022** and **returned** not later than **Friday 6<sup>th</sup> January, 2023**. Any delay in returning the Academic Regalia shall attract a **penalty of Ksh. 500 per day** after **6<sup>th</sup> January, 2023**.

6. **Rehearsal**

**Rehearsal** will take place at the **University** on **Tuesday 20<sup>th</sup> December, 2022** beginning **11:30am**. All **Graduands** **MUST** be in **academic regalia** and be **seated** at **11:00am** for the **rehearsal**.

7. **Certificates**

The schedule of issuance of certificates shall be communicated after graduation.

Certificate not collected **three (3) months** after graduation shall attract a charge of **Ksh. 1000** every three (3) months.

8. **Invitation Cards**

**Two (2) invitation cards** will be issued to each Graduand. The cards will be collected from respective **Deans of Faculties** as from **Monday 19<sup>th</sup> December, 2022**.

9. **Enquiries**

For more information, please contact:

**Registrar (Academic and Students Affairs)**

**P.O. Box 199-40300, Homa Bay**

**Customer Care – 0746 401 703**

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