



TOM MBOYA UNIVERSITY

KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE

OFFICE OF THE REGISTRAR - ACADEMIC AND STUDENT AFFAIRS

THE THIRD (3RD) GRADUATION CEREMONY TO BE HELD ON FRIDAY 29TH NOVEMBER, 2024.

Tom Mboya University (TMU) wishes to inform **all candidates** who are qualified for the conferment of various Degrees and award of Diplomas in the 2023/2024 Academic Year that the Graduation Ceremony will take place on **Friday 29th November, 2024** 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 11th November, 2024** 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

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 **Monday 4th November, 2024**.

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	0980269346780	Equity	Homa Bay

5. Academic regalia

The Academic Regalia will be issued from the respective Faculties between **Monday 25th and Wednesday 27th November, 2024** and **returned** not later than **Monday 6th December, 2024**. Any delay in returning the Academic Regalia shall attract a **penalty of Ksh. 500 per day after 6th December, 2024**.

6. Rehearsal

Rehearsal will take place at the University on **Thursday 28th November, 2024** beginning **10:00am**. All Graduands **MUST** be in **academic regalia** and be **seated at 09:30am** 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 months.

8. Invitation Cards

Two (2) invitation cards will be issued to each Graduand. The cards will be issued from respective **Deans of Faculties** as from **Monday 25th December, 2024**.

9. Enquiries

For more information, please contact:

DVC - Academic, Research and Students Affairs,

P.O. Box 199 - 40300,

Homa Bay.

Customer Care - 0746 401 703

Email: dvc-arsa@tmu.ac.ke

Website: www.tmu.ac.ke