



TOM MBOYA UNIVERSITY

KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE

OFFICE OF THE REGISTRAR – ACADEMIC AND STUDENT AFFAIRS

THE SECOND (2ND) GRADUATION CEREMONY TO BE HELD ON FRIDAY 22ND DECEMBER, 2023.

Tom Mboya University (TMU) wishes to inform **all candidates** who are qualified for the conferment of various Degrees, award of Diplomas and Certificates in the 2022/2023 Academic Year that the Graduation Ceremony will take place on **Friday 22nd December, 2023** 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 December, 2023** 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 **1st of December, 2023**.

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 18th and Wednesday 20th December, 2023** and **returned** not later than **Monday 8th January, 2023**. Any delay in returning the Academic Regalia shall attract a **penalty of Ksh. 500 per day after 5th January, 2023**.

6. Rehearsal

Rehearsal will take place at the University on Thursday 21st December, 2022 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 collected from respective **Deans of Faculties** as from **Monday 18th December, 2023**.

9. Enquiries

For more information, please contact:

Registrar (Academic and Students Affairs)

P.O. Box 199-40300,

Homa Bay

Customer Care – 0746 401 703

Email: rasa@tmu.ac.ke

Website: www.tmu.ac.ke