



MWALA TECHNICAL & VOCATIONAL COLLEGE



P.O. Box 07-90102, Mwala
Email: mwalatvc@gmail.com
Tel: 0796536524
Website: www.mwalatvc.ac.ke

EXIT CLEARANCE FORM FOR STUDENTS

NAME:..... ADM NO:.....

DEPARTMENT:; CLASS :.....

DATE OF ADMISSION..... DATE OF LEAVING.....

This form has to be completed in Duplicate. The original should be returned to the registrar's office and deprecate to the accounts office BEFORE the student exits the institute after completing the course or any other reason

The above student should clear with ALL the sections as listed below

SECTION/DEPARTMENT

S/NO	DESCRIPTION	DATE	REMARKS

SIGN BY HOD/HOS.....

STAMP.....

LIBRARY

S/NO	DESCRIPTION	DATE	REMARKS

SIGN BY HoD.....

STAMP.....

COMPUTER AND E-CENTRE

S/NO	DESCRIPTION	DATE	REMARKS

SIGN BY HOD.....

STAMP.....

SPORTS AND RECREATION

S/NO	DESCRIPTION	DATE	REMARKS

SIGN BY SPORTS OFFICER

STAMP.....

ACCOMMODATION

S/NO	DESCRIPTION	DATE	REMARKS

SIGN BY HOUSE KEEPER.....

STAMP.....

DEAN'S OFFICE

S/NO	DESCRIPTION	DATE	REMARKS

SIGN BY DEAN.....

STAMP.....

FINANCE

S/NO	DESCRIPTION	DATE	REMARKS

SIGN BY FINANCE.....

STAMP.....

EXAMINATION OFFICE

S/NO	DESCRIPTION	DATE	REMARKS

SIGNED BY HOD.....

STAMP.....

REGISTRAR'S OFFICE

S/NO	DATED RECIVED	ACADEMIC RECORD CLOSED	FORM FILED IN TRAINEE FILE	C. STORES DETAILS

REGISTRAR'S OFFICE

Trainee Academic Record closed and form filed in students file

SIGNED AND STAMP BY.....

REGISTRAR.....