



## **KENYA INSTITUTE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT**

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**OUR REF: KISWCD/G/16/15**

**DATE: August 27, 2015**

**TO: ALL GRADUATING STUDENTS 2013/2014**

Kindly note the following:

- This year's Graduation Ceremony will be held on Friday 18<sup>th</sup> September, 2015, at **ST ANDREWS PCEA HALL - NAIROBI** starting at 10.00 a.m.
- The Chief Guest and Speaker will be **MR. DAVID KANG'ETHE, COUNTRY DIRECTOR - DANISH REFUGEE COUNCIL.**
- All Project Papers and Practicum Report should be submitted to the office not later than 28<sup>th</sup> August 2015.
- Fees and all other arrears should be cleared on or before 4<sup>th</sup> September, 2015.
- Graduation fee is Kshs. 2,000, which include Gown hiring and other expenses, which should be paid before 7<sup>th</sup> September, 2015.
- Gowns will be collected from the college from Tuesday 15<sup>th</sup> - 17<sup>th</sup> September, 2015 between 9.00am to 5.00pm.
- Graduands are entitled to 3 cards each to invite their relatives, sponsors and friends.
- The **FINAL GRADUATION LIST** will be prepared on 7<sup>th</sup> September, 2015. **NO NAMES WILL BE INCLUDED IN THE LIST AFTER THIS DATE. PLEASE CONFIRM WHETHER YOU WILL GRADUATE WITH THE EXAMINATION OFFICE.**
- Graduation will be possible **ONLY** for those who have completed the course and paid the full fees.
- Diploma certificates, transcripts and leaving certificates will be collected from the offices as from Monday 5<sup>th</sup> October, 2015.
- All graduands, parents, guardians, sponsors and guests should be seated by 9.30am

Thank you

Hannah N. Kiarie  
Training Coordinator

**CC** Examination Officer, All HODs and Accounts