

**UNIVERSITY OF DAR ES SALAAM  
THE 48<sup>TH</sup> GRADUATION  
AGREEMENT FOR HIRING OF ACADEMIC COSTUMES**

AN AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ 2018 between the **UNIVERSITY OF DAR ES SALAAM** (hereunder called "the Owner" which expression shall where the context admits include the successors in the title of the Owner) of one part \_\_\_\_\_ and \_\_\_\_\_ (hereinafter called "the Hirer") of the other part.

It is **HEREBY AGREED** that the owner shall let on hire to the Hirer, academic costumes comprising of a *gown, hood* and a **cap** and the Hirer shall take the said academic costumes on the following terms and conditions:

1. The Hirer shall pay the owner a hire charge of **Tsh. 42,000/=** for the said costumes.
2. The Hirer shall during the period of hire and at his/her own expense keep the said costumes in good condition and shall be responsible for all risks of loss or damage to the said costumes.
3. The Hirer shall return the said costume to the Owner immediately after the graduation ceremony and in any case **NOT LATER THAN SEVEN WORKING DAYS** after the date of the graduation ceremony.
4. A penalty of **Tsh. 10,000/=** shall be charged for each day of default to return the hired costumes and in the event of loss of the costume the owner shall be entitled to recover such loss at the current replacement cost of a new costume from the Hirer.
5. A defaulting Hirer **SHALL NOT BE ISSUED** with either a degree **certificate** or **academic transcript** unless and until either the costume is returned or full replacement cost of a new costume is paid and only after discharging the full penalty due under paragraph 5 above.

WITNESS WHERE OF the parties here to have executed these presents on the day and the year and manner hereinafter appearing.

**i. Hirer (Graduand)**

**SIGNED AND DELIVERED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018 by:

Name of the HIRER (In full) \_\_\_\_\_

Registration Number \_\_\_\_\_

Programme \_\_\_\_\_

Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

**ii. Witness (Lawyer)**

BEFORE ME:

Name (In full) \_\_\_\_\_

Signature \_\_\_\_\_

Postal Address \_\_\_\_\_

Fix Stamp duty

**iii. Owner (University Officer)**

Signed by (Name in full) \_\_\_\_\_ on behalf of  
the University of Dar es Salaam

Signature \_\_\_\_\_

**STAMP**

P.O. Box 35091 Dar es Salaam

**iv. Costume Charges and Convocation Fees**

Graduands at the Mwl. JK Nyerere Mlimani Campus should note that all Costume Charges and Convocation Fee payment are made by using **CONTROL NUMBER** which is obtained through ARIS. Graduands are therefore advised to visit their ARIS accounts where they will find a field of **MY PAYMENT>>** select **>> CREATE NEW PAYMENT>>** tick **>> Graduation Fee>>Manually Inset amount; Tsh. 40000>>** Tick Convocation Fee**>> Manually Inset amount; Tsh 2000>> Save & Request Control Number.** Finally you will receive a Control Number.

Use the ARIS generated **CONTROL NUMBER** assigned to you and Pay a non-refundable gown hire charge of Tsh. 40000/= and Tsh. 2000/= as Convocation Fees through NBC Bank, Account No. **040139000020 (UDSM Branch)** or CRDB Bank, Account No. **0150329567500 (UDSM Branch)** or NMB Bank, Account No. **20810006388 (UDSM Branch)**. After paying, you should submit the pay-in slip to your respective College/ school or institute for receipt. The time table for collection of Graduation gowns will be posted in the University website and notice Boards. More Information regarding payments is also available on the University website at [www.udsm.ac.tz](http://www.udsm.ac.tz).