

EXIT CLEARANCE FORM FOR GRADUATION - 2019

NAME: …………………………………………………………………………………………………… ID #: .......................

MAJOR: ………………………………………………………………………

You must clear your bill with the Accounts Department by **Monday April 8,** to sit for exams.

Thereafter, collect signatures from the various departments below. If you need to pay for an outstanding item, make the appropriate payment(s) to Accounts and then return to the department with proof of payment, in order to get a signature. If you are not taking courses on campus this semester you will need to make arrangements with various departments to get approvals, whether by email or in person. (see explanation following this chart).

***Failure to submit this form to the Registry by Friday May 3rd, could prevent you from graduating, or may result in your name being omitted from the graduation booklet.***

|  |  |  |  |
| --- | --- | --- | --- |
| **DEPARTMENT** | **NAME OF STAFF/FACULTY** | **SIGNATURE** | **DATE** |
| Accounts Department, to be cleared before Exams, **by Monday April 8, 2019 (approx 3 weeks before the start of exams)** |  |  |  |
| IT |  |  |  |
| Library |  |  |  |
| Student Life & Engagement – Antoinette or Nina (This will only be signed if you have completed the exit survey prior to the visit) |  |  |  |
| If you live on campus, gather the signatures below **after** you have moved out and cleaned your room, and handed over all keys. | | | |
| Operations/Hostel front desk  (If you live On-Campus see overleaf) | State room number also. |  |  |
| **Final Department: Accounts**  The above departments must have signed this form *before* Accounts signs this portion, by **Friday May 3, (1 week after the final exam, and after moving out of hostel).** |  |  |  |

Date submitted ……………………………………………… Student Signature……………………………………………………………………….

Email address (personal)…………………………………………………………………Cell number …………………………………………………

**Associate Registrar’s Signature…………………………………………………………….**

Instructions for seniors living ON - CAMPUS

1. Move your things out and clean your room in advance of the May 4 deadline.
2. Have the Hostel Manager inspect your room with you and hand over your room and locker keys to the Hostel Manager. The Hostel Manager will only sign off if everything is satisfactory.
   1. **If the hostel manager determines that you need to make a payment once you clear your room, he/she will let you know what you owe, in writing.** You will need to clear your hostel bill with Accounts before the Hostel Manager, Accounts and the Registry will sign off.
   2. If you have no payment to make, get signatures from the Hostel Manager and Accounts and proceed to the Registry.

**Instructions for Graduating Students who are not taking courses this semester and aren’t able to go from office to office collecting signatures:**

*We are trying to make it easier for you to gather signatures without you not having to come to campus.*

1. *Kindly email your clearance form, saved as “Your Name, Clearance Form, ID number”  with the subject header “Your Name, Clearance Form, ID number” to* Nii Akai Nettey [nanettey@ashesi.edu.gh](mailto:nanettey@ashesi.edu.gh) *, and* 
   1. *Include your personal email address and cell number*
   2. *ask Accounts to clear you for graduation*
   3. ***ask Accounts to forward your email, copied to you, to the next department on the list, stating that you wish to be cleared.***
2. *Each department should reply to you (not to the previous department) letting you know that they have cleared you, and copy their response to the next department on the list, asking them to do likewise.*
3. *(If you owe funds, the department in question will not clear you until you send them proof of payment.)*
4. *The final email, a compilation of emails from Accounts, IT, Library and SLE (we will overlook the hostel) and finally Accounts (second signature), will be emailed from Accounts to the Registry in advance of the deadline.*
5. ***The responsibility for ensuring that your clearance email has arrived at the Registry well in advance of the deadline, rests with you, the student.  If you have any issues with this process we’d suggest that you come to campus and complete the clearance process in person.***