



**EXIT CLEARANCE FORM FOR GRADUATION - 2023**

**NAME:** .....

**ID #:** .....

**MAJOR:** .....

You must clear your bill with the Accounts Department before **Wednesday April 26**, to sit for exams.

**Failure to upload this form to the [Registry folder](#) after completion, could prevent you from graduating, or may result in your name being omitted from the graduation booklet.**

DEPARTMENT	NAME OF STAFF/FACULTY	SIGNATURE <i>(indicate cleared here)</i>
<b>Accounts Department -</b> <i>(all outstanding fees to be cleared before Exams)</i>	Rejoice Mawuse Agbleta	
<b>IT –</b> <i>Returned any borrowed IT equipment.</i>	Gabriel Odu Jnr.	
<b>Library-</b> <i>Returned/paid for all borrowed books to the library before or after exams</i>	Dinah Koteikor Baidoo / Victor Ibeto	
<b>Student Life &amp; Engagement –</b> <i>You will only be cleared if you have completed the exit survey)</i>	Nina Pels	
<b>Facilities -</b> <i>(If you live On-Campus, see overleaf)</i> <b>Indicate “off-campus” at the signature column if you live off-campus</b>	Dzifa Nuer	
<b>Engineering–</b> <i>Returned all lab equipment (applies to engineering students only. All other students should indicate <b>NOT APPLICABLE</b>)</i>	Nicholas Tali	
<b>Accounts Department -</b> <i>(All fines including graduation fees to be cleared)</i>	Rejoice Mawuse Agbleta	