



KENYA INSTITUTE OF BUSINESS AND COUNSELLING STUDIES (KIBCO)

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We Train, We Care

24/10/2023

17th Graduation ceremony

This is to inform all students who have qualified for award of diplomas and certificates of **Kenya Institute of Business and Counselling Studies** during the **2022/2023** academic year that the 17th Graduation Ceremony will be held on **Friday 15th December 2023** from **8:30 a.m.** at the **Kenya Institute of Special Education(KISE)**

Detailed information regarding the preparations for the ceremony is as follows:

1. Declaration of intent to Graduate

All prospective graduands are required to complete the intent to graduate form available in KIBCO website at www.kibco.ac.ke before or by **10th November 2023**. The form should be filled in duplicate (2 copies) and a copy be deposited at the Registrar, Academic Affairs Office.

2. Incomplete Records

All graduands with incomplete academic records such as assignments, exams, practicum, and personal therapies must be sorted out latest before or by Monday 20th November 2023.

3. Fees Clearance

All prospective graduands are advised that it is mandatory to clear their financial obligations with the College and get a copy of fee clearance statement before or by 2nd December 2023. No student with a fee balance will be cleared for graduation.

4. Academic Attire(Gown)

Academic attire will be available for issue from 4th December to 13th December 2023 at your respective campus. The attire must be returned by 4th January 2023 after which a fine of Kshs 500 applies per day.

5. Rehearsal and Commissioning Service

Graduands wishing to participate in the graduation ceremony must attend the rehearsal and the commissioning service on **Thursday 14th December 2023**. Graduands should be seated at 1:00pm. The Academic procession will start at 1:30pm.

6. Graduation Ceremony

All graduands participating in 17th graduation ceremony should be seated at KISE by 8:00am on Friday 15th December 2023

7. Certificates and Transcripts

Certificates and Final Transcripts will be issued as per the schedule to be communicated in the College website (www.kibco.ac.ke) after graduation.



Lynnette Gathoni
Academic Registrar

