IMPORTANT INFORMATION FOR 2016 GRADUANDS

1. Date, Venue and Time

1.1 The University wishes to advise all Graduands that the 2016 Graduation Ceremony shall be held on Friday, 14 October 2016.

1.2 The Graduation Ceremony shall be held in the University’s Sports Fields.

1.3 Graduands and their guests shall be expected to have taken their seats by 0700 hours. Graduands and guests who arrive late will not be allowed into the Graduation Ceremony Venue.

1.4 Due to traffic congestions, graduands and guests who drive are advised to arrive and get parking space by 0700 hours to avoid inconveniences.

2. Invitation Cards and Entry into the Graduation Venue

2.1 Invitation Cards should be collected from the School Offices at the University after payment of the Graduation fee.

2.2 Entrance into the Graduation Venue shall strictly be by an invitation card. Guests without invitation cards will not be allowed into the Graduation Venue.

2.3 Each graduand shall only be allowed two (2) guests. Children who are above seven (7) years shall be considered as guests and their entrance shall strictly be through an invitation card. Graduands should make arrangements to give their guests invitation cards a night before the Graduation Ceremony as entry into the Graduation Ceremony shall be strictly through invitation card. Guests without invitation cards will be turned
Children (babies, toddlers, infants) should not be brought to the Graduation Ceremony.

2.4 Graduands and their Guests must arrive early and be seated by 0700 hours. Those who come late shall be denied entry.

2.5 No luggage (bags, plastic paper bags and cell phones) shall be allowed into the Graduation Venue. The Graduation Ceremony may last less than three (3) hours only and there will be no need for luggage, food, water or any materials to be carried to the venue. Water will be provided.

3. **Graduation Fee and Outstanding Fees**

The Graduation Fee is fifty (US$50) United States dollars. No Graduand shall be admitted to the Congregation unless he/she has paid the Graduation Fee and any other outstanding fees due to the University.

4. **Cost of Graduation Regalia**

4.1 Graduands must be in possession of the correct academic dress (Gown, appropriate Hood and Cap) which can only be purchased at Chinhoyi University of Technology, at a cost of forty-five (US$45) United States dollars for undergraduands and fifty-five (US$55) United States dollars for Masters graduands and one hundred dollars (US$100) United States dollars for Doctor of Philosophy (DPhil) graduands.

5. **Payment of Fees**

5.1 In view of the cash challenges, students, parents, guardians and sponsors may pay the due amounts for the graduation fees, purchase of regalia and any outstanding fees using the Zim-Switch Point of Sale (POS) at the University’s Cash Office or deposit directly into the University’s Bank Accounts listed below before the Graduation Day:

<table>
<thead>
<tr>
<th>NAME</th>
<th>BRANCH</th>
<th>ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZB Bank</td>
<td>Chinhoyi</td>
<td>4565-386395-200</td>
</tr>
<tr>
<td>Agribank</td>
<td>Chinhoyi</td>
<td>005124425112</td>
</tr>
<tr>
<td>FBC Bank</td>
<td>Chinhoyi</td>
<td>8511-3040042840135</td>
</tr>
</tbody>
</table>

Graduands should bring the receipts as proof of payment to enable them to graduate.

5.2 The University has installed Point of Sale Terminals at the Cash Office, University Tuck Shop and Canteen to promote the use of plastic money. The Point of Sale Terminals can also be used for the payment of other services provided on campus by the University.

5.3 Students may also use other methods of payment of fees such as Ecocash (Biller Code 28090), Internal Funds Transfer (IFT) and the Real Time Gross Settlement (RTGS). Students who use the IFF and RTGS must clearly indicate their Full Names, Student Registration Number and Student Fees Account Number on the Forms.
5.4 Students who make payments through RTGS must submit a copy of the RTGS Form to the Bursar’s office to facilitate the quick processing of their receipts.

6. **Graduands Dress**

   All graduands attending the Congregation must be smartly dressed (e.g. for men: dark suit or dark jacket/trousers, with a white shirt and tie; for women: white blouse and dark skirt/trousers or white or dark dress).

7. **Graduation Rehearsals**

   The Graduation Rehearsals shall be held on Thursday, 13 October 2016 commencing at 1400 hours sharp at the University’s Sports Fields. Attendance is **COMPULSORY** for those who wish to attend the Graduation Ceremony.

8. We wish you an enjoyable and memorable Graduation Day.

   *Makorokoto! Amhlope! Congratulations! Chinhoyi University of Technology Staff and Council would like to heartily congratulate all the students in the graduating class of 2016. You have made it! You are special alumni to us. You deserve it! You worked for it! Such a day like a Graduation Day comes once in a life time. Play your part to make the day a memorable success. Best wishes in all your endeavours.*

9. For any queries, please contact: - Academic Registry Department, Tel: - (067) 29438, 29435, 29411, 27213 or 22203/5 or email us at academicregistry@cut.ac.zw or studentrecords@cut.ac.zw