

# THE OPEN UNIVERSITY OF TANZANIA



## AGREEMENT FORM FOR HIRING THE OPEN UNIVERSITY OF TANZANIA'S GRADUATION/ACADEMIC GOWN

SER. NO. ....

I, ..... (Name of hirer) who is hereinafter referred to as  
hirer of ..... and being in the employment of / Self  
..... (Name and address of hirer's employer or surety  
if unemployed) do hereby enter into agreement with the Open University of Tanzania (hereafter referred to  
as OUT) to hire its graduation/ academic gown on the following terms and conditions:

1. That the hirer hiring the graduation/academic gown from OUT thus day of .....  
do hereby agree to return the said gown to OUT within five (5) working day after the graduation  
ceremony expected to be held on .....
2. That in the event the hirer fails to return the said graduation/academic gown as agreed under clause  
(1), shall be liable for such breach and accordingly, shall pay to OUT Tshs. **20,000/=** for each day  
after the deadline.
3. That incase of any damage of the graduation/academic gown. The hirer hereby agrees to pay for its  
full value amounting to Tshs. **300,000/=** and for that purpose does authorize the recovery of such  
value from the named employer/surety as the case may be. The amount so recovered from the  
employer or surety as the case may be shall be remitted to the office of the DVC (PFA) of OUT.
4. That the value of the graduation/academic gown is recovered as provided for under clause (3), the  
graduation /academic gown shall cease to be the property of OUT and ownership shall revert to the  
hirer.
5. That in the event OUT fails to recover the value of the graduation/academic gown from the  
employer or surety as provided for under clause (4), OUT shall retain its proprietary rights in the  
graduation/academic gown and may seek other legal remedies either to recover the graduation  
/academic gown itself or its full value as the case may be.
6. That, notwithstanding any of the foregoing clauses, OUT shall have right to withhold the hirer's  
Certificate and Transcript until the said graduation/academic gown is returned or its full value is  
recovered as the case may be.
7. That any money to be charged for whatever reason related to this agreement shall be receipted.

Signed by .....  
Name of the Hirer .....  
Occupation: .....  
Address: .....  
City/Town: .....  
Mobile phone No: .....  
Email Address: .....  
Date: .....

Signed by: .....  
Justina J.K. Ayila  
SUPPLIES OFFICER  
P.O. BOX 23409  
DAR ES SALAAM  
Mobile Phone No: +255 655 369 825  
Date: .....