



NATIONAL OPEN UNIVERSITY OF NIGERIA
UNIVERSITY VILLAGE, PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE
EXPRESSWAY, JABI, ABUJA, FCT
(Office of the Registrar)

EMPLOYEE EXIT CLEARANCE FORM

Employees leaving the University are required to complete this form not later than four (4) weeks to their final day in service.

Employee Name: -----

Staff ID Number: -----

Directorate/Faculty/Unit: -----

Requirement prior to separation:

You are required to obtain clearance and authorized signature from the following departments:

Head of Department	Authorized Signature
Departmental <ul style="list-style-type: none">University ID Cards, keys, uniforms, tools/equipment & other University property returned	_____ Supervisor Signature/Date
Library <ul style="list-style-type: none">Materials returnedNo outstanding fines	_____ Library Signature/Date
NOUN Co-operative Society <ul style="list-style-type: none">No outstanding Loan	_____ Cooperative Signature/Date
Bursary Department <ul style="list-style-type: none">No outstanding travel expenses, fees, salary advance, etc.	_____ Bursary Signature/Date
Bursary Co-operative Society <ul style="list-style-type: none">No outstanding Loan	_____ Bursary Signature/Date

Note: Staff outside the Headquarters are required to complete the form at their respective location(s) and submit same to their Director/Head of Unit to be forwarded to the Registrar for completion of the exit process at other Departments.

Please be informed that letters of release will only be issued at the successful completion of this process.

Oladipo A. Ajayi
Registrar