

SPECIAL ISSUE

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(Legislative Supplement No. 2)

LEGAL NOTICE NO. 2

THE PUBLIC FINANCE MANAGEMENT (KAKAMEGA COUNTY EDUCATION
FUND) REGULATIONS, 2015

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THE PUBLIC FINANCE MANAGEMENT ACT

(No. 18 of 2012)

IN EXERCISE of the powers conferred by section 116 of the Public Finance Management Act, 2012, the County Executive Member for Finance makes the following Regulations—

THE PUBLIC FINANCE MANAGEMENT (KAKAMEGA COUNTY EDUCATION FUND) REGULATIONS, 2015

PART I—PRELIMINARY

Short title

1. These regulations may be cited as the Kakamega County Education Fund Regulations, 2015 and shall come into effect after publication in the gazette.

Interpretation

2. In these regulations unless the context otherwise requires;

“County Exchequer Account” means the county revenue fund pursuant to Article 207 of the Constitution of Kenya, 2010;

“Executive Committee Member” means the County Executive Committee Member responsible for finance;

“Beneficiary” means a student who receives money from the Kakamega County Education Fund to pay for studies at a recognized educational institution;

“Bursary” means payment of a sum of money from the Fund to maintain a needy student for educational purposes;

“County” means the County Government of Kakamega ;

"Fund" means the Kakamega County Education Fund established under regulation 4

“needy student” means a student who lacks means and is unable to pay for studies at a recognized educational institution of learning;

“Scholarship” means a payment of a sum of money from the Fund to maintain a merited student in education;

“County Assembly” means County Assembly of Kakamega County;

“Loan” means a sum of money lent from the Fund to a student for educational purpose;

Object and purpose

3. The object and purpose of these regulations is to;

- a) provide for the establishment, administration, management and winding up of the Kakamega County Education Fund;
- b) Make provision for the granting of bursaries, scholarships, loans subsidised County Polytechnic Tuition Disbursement to students from the County.

PART II—ESTABLISHMENT OF THE FUND

Establishment of the fund

4. There is established a fund to be known as Kakamega County Education Fund to provide bursaries, scholarships, loans and subsidised county polytechnic tuition disbursement to students from the County.

Sources of the fund

5. The sources of the funds for the fund shall include;
- a) Monies appropriated from the County Exchequer account;
 - b) Monies from the repayments of any loan granted to a student by the County;
 - c) Any gifts, donations, grants and endowments made to the fund; and
 - d) Such funds as may vest in or accrue to the Fund in the performance of its functions under these Regulations or any other written law.

PART III—ADMINISTRATION OF THE FUND

Establishment of the County education Committee

6. (1) There is established a County Education Fund Committee which shall be the administrator of the fund.

(2) The Committee shall consist of:

- a) A Chairperson who shall have qualifications in education, finance, management, social sciences or any other related field appointed by the Governor;
- b) The Chief Officer responsible for education who shall be the Secretary;
- c) The Chief Officer responsible for Finance;
- d) One person appointed by the Executive Committee Member responsible for education from a list of three names recommended by the County Education Board;
- e) Three members representing special interest groups appointed by Executive Committee member responsible for education from among the youth, persons with disabilities and marginalized communities in the county; and
- f) Two representatives from among religious organizations appointed by the Executive Committee member responsible for education.

(3) In making appointments under this regulation, the Governor and the Executive Committee Member responsible for Education as case may be shall take into consideration gender and regional balance within the County.

(4) Persons appointed under this regulation other than the Chief Officer for Education and Chief officer responsible for finance shall hold office for a term of three years and shall be eligible for reappointment for one further term.

Functions of the County Education fund Committee

7. (1) The County Education Fund Committee shall;
- a) receive applications for loans from the Ward Education Bursary Committee for eligible applicants and forward them to the loans Scheme Manager;

- b) receive applications for scholarships from the Ward Education Bursary Committee for eligible applicants and award the scholarships;
- c) to formulate policies for regulating the disbursement and management of bursaries, scholarships and loans;
- d) to receive any gifts, donations, grants or endowments made to the Fund;
- e) to partner with other specialized agencies for purposes of performing its functions under these regulations;
- f) to prepare annual estimates and reports to the Executive Committee member responsible for education;
- g) not later than three months after the end of each financial year, Cause to be prepared financial statement of the Funds and submit the same to the Auditor General through the executive committee member.
- h) present the financial statement to the County Assembly through the Executive Committee member responsible for education;
- i) ensure that the earnings of ,or accruals to the fund are retained in the fund unless the executive committee member directs otherwise;
- j) ensure that money held in the fund ,including any earnings or accruals is spent only for the purposes for which the fund is established;
- k) to solicit and receive scholarships from other sources and award to deserving students; and
- l) to manage the County Scholarship Scheme.
- m) to manage subsidized county polytechnic disbursement scheme.

PART IV –MANAGEMENT OF THE FUND

Establishment of the Ward Education Bursary Committee

8. (1) There is established a Ward Education Bursary Committee in every ward of the County which shall be the manager of the Ward Bursary Scheme.

- (2) The Committee shall consist of;
 - a) A Chairperson who shall have qualifications in education, finance, management, social sciences or any other related field from the respective ward appointed by the Executive Committee Member responsible for Education.
 - b) The Ward Administrator who shall be the Secretary.
 - c) One member representing educational institutions within the ward appointed by the Executive Committee Member responsible for education from a list of three nominees forwarded by the Sub-County Ward Education Bursary Committee Selection Panel provided under Regulation 5;
 - d) Three members each representing the youth, persons with disabilities and marginalized communities within the ward appointed by the Executive Committee Member responsible for education from a list of six nominees forwarded by the Sub-County Ward Education Bursary Committee Selection Panel provided under Regulation 5; and

- e) One member representing religious organizations within the ward appointed by the Executive Committee Member responsible for education from a list of four nominees forwarded by the Sub-County Ward Education Bursary Committee Selection Panel provided under Regulation 5.

(3) In making appointments under this regulation, the Executive Committee Member responsible for education shall take into consideration gender and regional balance within the ward.

(4) Persons appointed under this regulation other than the ward Administrator shall hold office for a term of three years and shall be eligible for reappointment for one further term.

(5) The Sub-County Ward Education Bursary Committee Selection Panel referred to in Regulation 8 (2) (c), (d) and (e) shall consist of:

- a) Sub-county Director of Education who shall be the Chairperson
- b) The Chairperson of heads association of the sub-county
- c) One person from faith based organizations appointed by the ward Administrator
- d) One person from among the youth, marginalized, or persons with disabilities appointed by the Ward administrator.
- e) One person nominated by the area leader

(6) The Ward Administrator shall invite the panel to make nominations of persons to be appointed under regulation 8 (2) (c),(d), and (e) provided that the panel shall consider appointments for each Ward Education Bursary Committee separately.

(7) The Sub- County Ward Education Bursary Committee Selection Panel shall meet once in each ward for purposes of nominating persons referred to in regulation 8(2), (c), (d) and (e) and the quorum shall be four members.

Functions of ward education bursary Committee

9. The functions of the Ward Education Bursary Committee shall be:

- (a) to receive, verify consider and award bursaries to eligible applicants;
- (b) to receive applications for scholarships and loans and forward to the County Education Fund Committee;
- (c) prepare accounts and reports on the management of bursaries and submit to the fund administrator as and when required;
- (d) to avail scholarship and loans application forms to applicants; and
- (e) Publish the list of successful applicants on a notice board displayed at the office of the ward administrator.

Eligibility criteria for bursaries

10. An applicant shall qualify for a bursary if the applicant is;

- (a) a resident of the Ward in which the bursary is applied for as per the applicant's or parent's national identity card.
- (b) a needy student;

- (c) admitted, a continuing or a student with an offer letter for admission to a special school, secondary school, tertiary institution or recognized university in Kenya;
- (d) of good academic standing; and
- (e) disciplined according to the latest school or college report.

Application and disclosure

11. (1) Every student wishing to be considered for the grant of bursary shall make an application to the Ward Education Bursary Committee in a form prescribed in the First Schedule.

(2) The Ward Education Bursary Committee may accept or reject any application for a bursary with reasons.

(3) If the Ward Education Bursary Committee accepts the application, it shall award the bursary provided that the Ward Education Bursary Committee shall submit to the Fund administrator the list of successful applicants for verification before it makes disbursements.

(4) If the Ward Education Bursary Committee rejects the application, it may notify the applicant of such rejection in writing stating the reasons.

(5) The applicant shall make full disclosure to the Ward Education Bursary Committee as to whether he or she has benefitted from the grant of any other bursary.

(6) Where an applicant is granted a bursary on the basis of false, incorrect information or misrepresentation, the applicant shall ;

- (a) refund the money awarded to the Fund ; and
- (b) not be eligible for any other funding from the Fund ;

(7). Where the Ward Education Bursary Committee becomes aware of the circumstances stipulated under regulation 11 (5) and (6) before the applicant has utilized the funds awarded, the Committee shall issue a notice of cancellation of the award to the school or institution where the money was paid and may;

- (a) instruct the relevant school or institution to refund the money to the Fund ; or
- (b) in consultation with the Ward Education Bursary Committee re-allocate the funds to another eligible applicant who had missed out.

(8) In awarding the Bursaries the Ward Education Bursary Committee shall take into consideration regional balance.

Establishment of Scholarship scheme

12. (1) There is established a scholarship scheme to be managed by the County Education Fund Committee.

(2) All applications for scholarships shall be made to the County Education Fund Committee in the form prescribed in the Second Schedule.

(3) The award of scholarship may be full covering tuition fees and living expenses or partial covering tuition fees only.

(4) An award of a scholarship shall cover the entire period of study by the applicant.

(5) The award for scholarship shall be discretionary and subject to availability of funds.

(6) The list of successful applicants shall be posted on the County website.

(7) In awarding the scholarships the County Education Fund Committee will take into consideration regional balance within the County.

Eligibility for Award of Scholarship

13. (1) An applicant shall qualify for a scholarship if the applicant is;

- (a) a resident of the Ward in which the bursary is applied for as per the applicant's or parent's national identity card.
- (b) a highly talented or has exhibited outstanding excellence in their area of specialty.
- (c) admitted, a continuing or a student with an offer letter for admission to a special school, secondary school, tertiary institution or a recognized university within Kenya
- (d) disciplined according to the latest school or college report

(2) An applicant for a scholarship shall present a duly filled application form to the Ward Education Bursary Committee with relevant attachments which shall be forwarded to the County Education Fund Committee.

Discontinuation of the Scholarship Programme

14. The County Education Fund Committee shall discontinue a beneficiary from the scholarship scheme if;

- (a) the award was obtained through fraud, false information, misrepresentation or non-disclosure of a material fact;
- (b) the applicant ceases to be a student for reasons other than medical grounds;
- (c) The beneficiary applies or is granted scholarship support from any other source after the beneficiary has been admitted to the scholarship scheme;
- (d) the beneficiary changes the course of study or defers his or her studies without authority;
- (e) The beneficiary displays unsatisfactory performance.

Establishment of County Education Loans Scheme

15. (1) There is established a County Education Loans Scheme to be managed by a loans scheme manager identified by the Executive Committee Member responsible for education through a memorandum of understanding, agreement or any other arrangement approved by the County Executive Committee.

(2) All applications for loans shall be made to the Loans Scheme Manager in the form prescribed in the third Schedule.

Qualification for a Loan

16. An applicant shall qualify for an award for a Loan if the applicant is a resident of the County and meets the criteria set jointly by the County Education Fund Committee and the Loans Scheme Manager.

Establishment of subsidized County Polytechnic Tuition Disbursement Scheme

17. (1) There is established a Subsidised County Polytechnic Tuition Disbursement Scheme to be managed by the County Education Fund Committee.

(2) The Scheme shall fund trainees enrolled and taking full time instruction in any of the following courses within County Polytechnics:

- (a) motor vehicle technology;
- (b) building technology;
- (c) appropriate carpentry and joinery;
- (d) metal processing technology;
- (e) hair design and beauty therapy;
- (f) fashion design and garment making;
- (g) information communication technology;
- (h) electrical and electronic technology;
- (i) food processing technology;
- (j) leather work technology;
- (k) Agri-business; and
- (l) Refrigeration and air conditioning.

(3) The Scheme shall fund the following vote heads for each trainee:

- (a) repair maintenance and improvement;
- (b) text books, reference books, instructors guides and materials;
- (c) instructional materials;
- (d) exercise books;
- (e) educational field trips;
- (f) utilities;
- (g) stationary;
- (h) local travels and transport;
- (i) payment of contracted professional services;
- (j) internal examinations; and
- (k) co-curriculum activities

(4) The Fund Administrator shall in consultation with the Executive Committee member responsible for education determine the amount of money to be reserved for each vote head referred to in Regulation 17(3) and the mode of disbursement

PART V—MISCELLANEOUS

Saving and Transitional Provision

18. Any memorandum of understanding, agreement or any other arrangement that may have been entered into between the county and any other agency or body regarding the Fund shall continue in force subject to these regulations.

Appeals and Reviews

19. (1) Any applicant aggrieved by the decision of the Ward Education Bursary Committee on the award of bursary may appeal to the County Education Fund Committee within 14 days from the date of publication of the list of successful applicants on the notice board displayed at the office of the Ward Administrator.

(2) Any applicant aggrieved by the decision of the County Education Fund Committee on the award of a scholarship or subsidised county polytechnic tuition disbursement may request for a review of its decision.

Allowances of the Committee Members

20. Members of the two committees and the panel shall be paid such allowances as may be determined by the County Executive Committee member responsible for education in consultation with the County Executive Committee.

Rules and Procedure

21. (1) The County Education Fund Committee and Ward Education Bursary Committee shall regulate and make their own rules of procedure.

(2) The Ward Education Bursary Committee shall hold not more than six meetings in a financial year.

(3) The County Education Fund Committee shall hold not more than twelve meetings in a financial year.

(4) To transact any business two thirds of the members of each of the Committees must be present.

Removal from office

22. A member of the County Education Fund Committee or Ward Education Bursary Committee shall be removed from office:

- (a) for gross misconduct;
- (b) violation of the Constitution or any other law;
- (c) mental or physical infirmity;
- (d) on being declared bankrupt by a court of law;
- (e) upon death;
- (f) upon missing three consecutive Committee meetings

Oversight

23. In the principle of separation of powers, the County Assembly shall have overall oversight over the Fund.

PART VI—WINDING UP OF THE FUND

Winding up of the Fund

24. The Executive Committee Member may wind up the Fund with the approval of the County Assembly and upon winding up:

- (a) The administrator of the Fund shall pay any amount remaining in the Fund into the County Exchequer Account;
- (b) The Executive Committee Member Shall with approval of County Assembly pay any deficit in the fund from the County Exchequer Account;
- (c) All assets of the Fund will be absorbed into the County.

FIRST SCHEDULE
REPUBLIC OF KENYA
KAKAMEGA COUNTY

Serial No.....



COUNTY EDUCATION FUND BURSARY APPLICATION FORM
PART A

STUDENT PERSONAL DETAILS

1. Full Name

Surname

First

Middle

Others.....

2. Sub-county.....Ward.....Village.....Year

3. Sex Male () Female ()

4. Date of Birth

5. Name of school 6. Admission No:.....

7. Class / form.....

8. Year of study

9. Name of university or college

Admission No Year

For those students joining Form 1: Please attach joining Instructions and for continuing students please attach fee structure/current report card.

(a)School Admitted:

i. National.....

ii. Extra county

iii. County

iv. Sub-County Boarding/Day.....

For students either joining form 1 or continuing in form 2, 3 or 4

Total Fees Paid/Able to Raise Outstanding fee Balance

KSh KSh KSh.....

PART B

FAMILY INFORMATION

1. Tick appropriately

Both parents alive

One parent dead

Single parent

Any disability

Both parents

Others (please specify)

(Attach supporting documents e.g. death certificate, letter explaining disability or other disadvantage/circumstances from chief, religious leader, prominent reference)

2. Parents/Guardian's Name

Occupation/Profession

Contact-----

ID No.

(please attach a copy of Parents /Guardian ID)

2. How many Brothers and Sisters do you have?

3. How many children does the guardian have?

4. How many children are working/ in business/ farming?

5. How many children are in Secondary School?

6. How many children are in Post-Secondary Institution?

If an orphan, who has been paying for your education? (Tick)

(for continuing students)

Guardian Sponsor/Well Wishers Any Other (Specify)

Have you ever benefited from the Constituency Bursary Fund or any other Donor?

Yes No

If yes, state the Amount

KSh.

PART C: DECLARATION

SCHOOL VERIFICATION

(a) For Continuing Students

Year

Position in class/Form Term I Term II Term III

Students Discipline (tick one option only)

Excellent V. Good Good Fair Poor

Principal/Head teacher's brief comments on the student's level of need, discipline and academic performance.

Dean of students/Principal/Head teacher's Name

Signature

Date and School Stamp.....

.....

Note:

Applicant to Attach Latest progress report forms/transcript.

PART D

DECLARATION

1. Student

I..... declare that the information I have given here in above is true to the best of my knowledge, information and belief.

Signature:..... Date:.....

2. Parent/ guardian

I..... declare that the information given herein above is true to the best of my knowledge and belief.

Signature:..... Date:.....

OTHER: VILLAGE ADMINISTRATOR

Comment on the status of the family/ parent.....

.....

.....

I certify that the information given is correct

Name:.....Signature:.....Date:.....

OFFICIAL STAMP:

AREA WARD ADMINISTRATOR COMMENTS

I certify that the information given is correct

Name:..... Signature: Date:.....

PART E:

FOR OFFICIAL USE ONLY BY THE WARD EDUCATION BURSARY COMMITTEE

SCORE:

Approved for Bursary

Not Approved for Bursary





Reasons: _____

Bursary Awarded KSh.

Scoring criteria

	Category	Marks
	Family status	
1.	Needy Orphan	10
	Partial needy orphan	8
2.	Vulnerable due to family or social setting	6
3.	Parent or guardian has no means of financial support	4
	Affirmative action or special circumstances	
1.	Child with special needs	12
2.	Child from informal settlement or marginalized area	6
3.		4
4.		3
	Discipline	
1.	Excellent	10
2.	Very good	5
3.	Good	3
4.	Fair	2
5.	Poor	1
	Academic performance	
1.	Excellent	12
2.	Very good	8

SECOND SCHEDULE

SERIAL NO:.....		
PLEASE READ ATTACHED NOTES BEFORE PRINTING THE FORM		NOT FOR SALE
		Fix one recent color passport-size photo and write your id-no on the back
COUNTY GOVERNMENT OF KAKAMEGA Email: coeducationkakamega@gmail.com Web: Kakamegacountygov.go.ke	HIGHER EDUCATION LOANS BOARD Anniversary Towers 18 th Floor, University Way P.O. Box 69489-00400, NAIROBI, KENYA Telephone: +254 020 2278000 Mobile: 0711052000 Email: lending@helb.co.ke  twitter.com/HELBpage  facebook.com/HELBpage	

CAUTION			
<p><i>Any person or student who when filling a loan/scholarship application form, knowingly makes a false statement whether orally or in writing relating to any matter affecting the request for a Loan/scholarship shall be guilty of an offence and shall be liable to a fine of not less than Kenya Shillings Thirty thousand (KSh. 30,000) or to imprisonment for a term of not less than three years (Section 13 (3) of the Higher Education Loan Board Act (CAP 213A)).</i></p>			
Personal Details -Applicant (**Mandatory Fields)			
First Name	Middle Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
ID/No.	KRA PIN (attach copy)	Date of Birth	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Mobile No.	Address	Physically Challenged?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub County	Constituency	Ward	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Applicant's current Place of Residence			
Nearest Public Primary	Estate/Village	Sub-location	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Constituency	Town	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
University Details			
(Attach copy of university Admission Letter-Mandatory)			
Level of Study	University Name	Campus Code	Faculty/School
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Admission/Registration No.	Year of Admission	Current year of Study	<u>Year of Completion</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Admission Category		Course	
Loan and Bursary (Per		Siblings in University applying for HELB Loan this Year)	
Amount applied for?			
Amount your family can raise towards your fees?			
Do you need bursary?			

Education Background (Attach copies of your**

Level	Institution Name	Exam Year	Index Number	School Type	Country	Grade
SECONDARY						
PRIMARY						

Details of

(Note: For salary/pension income attach copy of payslip)

FATHER

First Name	Middle Name	Other Name	ID No.
Year of Birth	Highest Level of Education	Mobile/Telephone	Father's Income
KRA PIN	Employed	Occupation/Profession	Gross Monthly Income
Name of Employer/Business or former employer if no longer employed		Employer Tel. No.	Business (Annual)
			Farming (Annual)
			Pension (Monthly)
			Income from 'Other'
			Support from GoK relief service

MOTHER

First Name	Middle Name	Other Name	ID No.
Year of Birth	Highest Level of Education	Mobile/Telephone	Mother's Income
KRA PIN	Employed	Occupation/Profession	Gross Monthly Income
Name of Employer/Business or former employer if no longer employed		Employer Tel. No.	Business (Annual)
			Farming (Annual)
			Pension (Monthly)
			Income from 'Other'
			Support from GoK relief service

Parent's Marital Details																			
Parent's Marital Status _____ <input style="width: 100%; height: 20px;" type="text"/> Are you an orphan? <input style="width: 100%; height: 20px;" type="text"/> If Parent(s) deceased provide Death Certificate No. or Burial Permit No. and attach copy <input style="width: 50%; height: 20px;" type="text"/> <input style="width: 50%; height: 20px;" type="text"/> If both parents are deceased, who has been paying your fees? <input style="width: 100%; height: 20px;" type="text"/> Estimated Family Monthly Expenses (KSh.) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Food</td> <td style="width: 25%;">Clothing</td> <td style="width: 25%;">Rent</td> <td style="width: 25%;">Travel/Fuel</td> </tr> <tr> <td><input style="width: 100%; height: 20px;" type="text"/></td> <td><input style="width: 100%; height: 20px;" type="text"/></td> <td><input style="width: 100%; height: 20px;" type="text"/></td> <td><input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td>Medical</td> <td>Mortgage/Loan Repayment</td> <td colspan="2">Other Expenses</td> </tr> <tr> <td><input style="width: 100%; height: 20px;" type="text"/></td> <td><input style="width: 100%; height: 20px;" type="text"/></td> <td colspan="2"><input style="width: 100%; height: 20px;" type="text"/></td> </tr> </table>		Food	Clothing	Rent	Travel/Fuel	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Medical	Mortgage/Loan Repayment	Other Expenses		<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>		Guardian/Sponsor/Public _____ Name <input style="width: 100%; height: 20px;" type="text"/> Telephone <input style="width: 100%; height: 20px;" type="text"/> Box No. Postal Code Town <input style="width: 33%; height: 20px;" type="text"/> <input style="width: 33%; height: 20px;" type="text"/> <input style="width: 33%; height: 20px;" type="text"/> **NOTE: Attach letter from School or Sponsor	
Food	Clothing	Rent	Travel/Fuel																
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>																
Medical	Mortgage/Loan Repayment	Other Expenses																	
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>																	
Gross Education																			
(Siblings in Sec, Tertiary or University, who are not beneficiaries of HELB Loan.)																			
Name	Institution Name	Level of Study	Annual Fees																
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>																
Declaratio																			
Applicant's																			
I declare that the information given herein is true to the best of my knowledge. I also understand that this is a loan that must be repaid. Name: Signature: Date:																			
Parent / _____																			
I declare that the information given herein is true to the best of my knowledge. I also understand that this is a loan that must be repaid.																			

Name:
Signature:..... Date:

Priest / Kadhi

I wish to confirm that the applicant appeared before me and that I interviewed him/her and hereby state that the information given herein is true to the best of my knowledge.

--	--

Signature Date

.....

.....

Chief/Assistant Chief

I certify that the applicant is a resident of my Sub-Location and that I have checked the information given herein and confirm it to be true to the best of my knowledge.

--	--

Signature Date

.....

.....

Commissioner of

The above applicant and his/her Parent/Guardian appeared before me and made the solemn declaration that the information given herein is correct.

--	--

Signature Date

.....

.....

GUARANTORS

Guarantor 1.

SURNAME FIRST NAME OTHER NAME
 I of ID No.
 Tel. No. Box No. Post Code Town
 E-mail County Constituency Division
 Location Sub-Location Year of Birth
 Employer Employer Tel. No.
 Email
 Employee No.

(also known as "the guarantor" hereby) acknowledge that I am bound to the Higher Education Loans Board in the sum of amount equivalent to what the Board shall grant to

-----as loan under the agreements together with interest thereon, which amount shall repay to the Higher Education Loans Board in the event that the loanee fails to honor his/her obligation of repaying the same to the Board as from the prescribed time. The Board will notify me of the amount granted to the loanee after the award is made. This bond is conditioned to be void only after full repayment by the loanee is effected.

Guarantor 1 Signature and Date Advocate/ Magistrate Signature,
 Date , Official Stamp

Guarantor 2.

SURNAME FIRST NAME OTHER NAME
 I of ID No.
 Tel. No. Box No. Post Code
 Town Email County
 Constituency Division
 Location Sub-Location Year of Birth
 Employer Employer Tel. No. Employer Email
 Employee No.
 Birth

(also known as "the guarantor" hereby) acknowledge that I am bound to the Higher Education Loans Board in the sum of amount equivalent to what the Board shall grant to

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Guarantor 2 Signature and Date Advocate/ Magistrate Signature,
Date , Official Stamp

Applicant's Personal Bank Details(Attach a copy of bank account card)

Bank Name Branch Name Account No.

Banks Checklist (FOR BANK USE ONLY)

Applicant ID Copy attached Applicant passport size
photo attached

Copies of applicant's parents ID(s)/death certificate(s) Copies of ID's for both
guarantors

Copy of parents payslip (if applicable) Copy of KRA Pin Certificate(optional)

Banks Official Confirmation

Official's name.....Signature
..... Official

StampDate.....

TERMS AND CONDITIONS

1. The rate of interest applicable shall be 4% p.a. the Board shall have the sole discretion of varying the interest rate as circumstances shall demand.
2. The Board shall charge administrative fees of Kshs.500 per annum on all un-matured accounts. All mature loan accounts shall be subject to administrative fee as shall be determined by the Board from time to time.
3. In the event that the loanee discontinues studies for whichever reason before full disbursement is made, the Board shall not disburse the remaining allocation and shall recall the loan so far as advanced in full together with the interest thereon
4. Loan amounts awarded shall be inclusive of practicum/field attachment where applicable
5. The Board shall electronically, through the website, send to each loanee annual statement indicating the amount disbursed per each academic year or the outstanding balance as the case may be. The sums of the amount indicated in the statements shall form the principal loan to be recovered from the loanee. The contents of the statements shall be deemed to be correct unless a written complaint to the contrary is received by the Board within three (3) months from the date of the statement whereupon the Board shall either confirm the complaint or advise as the case may be. A statement may be furnished at any time on request but at the loanee's expense
6. Where it is discovered that the loan was granted due to false information furnished by the loanee, the Board shall withhold release of the amount yet to be disbursed if any, besides subjecting the loanee to prosecution
7. The Board shall engage agents (Banks) who shall be responsible for the disbursement of the loans as shall be advised by the Board from time to time

- 8. The loanee shall keep the guarantor apprised of the principal loan awarded and in the event that there is a conflict, the amount as held by the Board will prevail
- 9. Where there is default by the loanee, the guarantor shall be bound to repay the loan, interest thereon, penalties, costs and any other charges accruing to the loan
- 10. The loan shall be due for repayment one year after completion of the course studied or within such period as the Board may decide to recall the loan whichever is earlier
- 11. The loan shall be repaid by monthly installments or by any other convenient mode of repayment as shall be directed by the Board but subject to the provisions of the Higher Education Loans Board Act
- 12. If the loanee defaults in the repayment of the loan when the loan is due, the whole amount shall be due and payable and the loanee shall be bound to pay other charges that may arise as a result of the default including but not limited to the Advocates fees and penalties.
- 13. The Board shall charge a penalty of Kshs.5,000 per month on any account that is in default.
- 14. Non demand for loan repayment and the accruing charges shall not in any way signify waiver of any amount rightfully due under the terms and conditions of the loan
- 15. The applicant hereby consents that the Board shall share information pertaining to the loan account with credit reference bureaus or any other parties as deemed necessary
- 16. The Board shall effect credit protection arrangement of the loan at the expense of the loanee.
- 17. In the event that the applicant receives additional finance assistance from any other source and the need to refund by the university arises such refund shall be made to the Board and the same shall be utilized towards reducing or offsetting the loan
- 18. An application whose defectivity is not corrected within 90 days after submission will be declared invalid and the applicant shall be required to apply afresh in the subsequent year.
- 19. A loan award that is not claimed for disbursement by the close of the financial year of the application period i.e. June 30th, either personally by the beneficiary or through the institution, shall be withdrawn and an automatic reversal effected in the records.
- 20. No loan shall be disbursed unless this agreement form is signed.
- 21. The signature of the loanee shall certify the reading, understanding and being in agreement with the terms and conditions herein including certification.

Loan Applicant`s SignatureID No..... Date:
--

Official Verification

Authorized Signature (HELB)

Date:.....

PLEASE NOTE THAT IF YOU DO NOT SIGN THIS AGREEMENT FORM (Page 5), YOUR LOAN SHALL NOT BE PROCESSED

Check list. _____

Applicant must attach a certified copy of _____

- National Identity Card One colored Passport Size
 Photo Copy of Bank ATM/Card if no account confirmation by Bank.(for KUCCPS)
- University/Institution Admission Letter KCSE Result slip
-
- If orphaned, copy/copies of parent/s death certificate
- If sponsored in High school, a confirmation letter from the school or sponsor
- From the parent(s), attach a copy of _____
- National Identity Card KRA pin
 certificate(s) where applicable
- Latest payslip(s) if employed Latest bank statements if
 in business or farming
- letter(s) of retirement/retrenchment if parent is no longer employed
- From both guarantors, attach copies of
- National Identity Card
- Declarations, Signatures and stamps
 Applicant`s signature on the declaration
- Parent`s/ Guardian`s signature Applicant`s signature on the loan form (pg 3 & 5)
 Family income & expenditure
- Both Guarantors` signatures Commissioner of Oaths/Magistrate`s signature &
 stamp for both guarantors
- Chief/Asst. Chief`s signature Advocate`s/Magistrate`s stamp and signature

Third Schedule
REPUBLIC OF KENYA
KAKAMEGA COUNTY



SCHOLARSHIP APPLICATION FORM

This scholarship application form must be submitted to each Sub-County Offices. See General Instructions below for additional information about completing this application. You can find specific information about Available scholarships at www.kakamega.go.ke.

General Instructions to Applicant

1. Make a copy of the blank application form and complete a draft copy first.
2. Return a typed or neatly printed application to your ward by the deadline due date. This application is the first impression you will make upon those who award scholarships.
3. Check with the County website concerning additional requirements.

1. Personal Information

Full name of applicant _____
Phone number _____ Email address _____
Present home address _____
County _____ Ward _____
Number of years lived in Kakamega County _____ Citizenship _____
Date of birth _____

2. Family Information

Mother's name _____ Father's name _____
Occupation _____ Occupation _____
Address _____ Address _____
Ward _____ Ward _____
Phone number _____ Phone number _____

Name and ages of siblings/other dependents. Indicate what school(s) they attend.

	Name	Relationship	Age	School or College attended

3. Education

- a. Name all secondary and/or technical schools you have attended in the last five years. List the school you are presently attending first.

- b. How many years do you plan to attend college, and what course of study would you like to pursue?

- c. What future business or educational career will you likely pursue after finishing college?

- d. What college(s) would you most like to attend? Please explain your reason.

- e. What colleges have you applied to for admission? Please indicate acceptance status.

- f. List scholarships, grants or loans for which you have applied, and check the ones you plan to use. Indicate funding amount you will receive if successful.

	Name	Amount	Plan to use
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

4. Academic, athletic, service, and extra activities. Use additional pages or attach resume for sections 4a, 4b, and 4c.

a. List academic awards, achievements and dates.

b. List participation in athletic activities.

c. List participation in community service and extra-curricular activities.

5. Employment History

List jobs you have held in the last three years.

Employer	Position	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Your Expected Cost of College:

Please provide the following information for each school that you apply.

	College	College	College	College
Tuition				
Buying Books				
Clothing/personal				
Transportation				
Scholarship money available?				
Total Annual Cost				

7. Financial Need Summary

a. Complete this section regarding Estimated Combined Net Income of you, your parent(s) or guardian(s) for the current year.

Name of person	Income and year	Total annual income
_____	_____	_____
_____	_____	_____

b. Describe any special circumstances such as medical conditions, disabilities, etc. that may affect your ability to pay for your college tuition. Use additional pages if necessary.

8. Transcript History

This section is to be completed by your principal or Dean of Student. Attach certified academic transcripts to this sheet.

Signature of principal or dean of students _____

I do state the above information is accurate to the best of my knowledge.

Signature of Applicant: _____

Date:

NOTE: This scholarship application form must be submitted to the office of your respective sub-county Administrator

REPUBLIC OF KENYA

KAKAMEGA COUNTY



KAKAMEGA COUNTY SCHOLARSHIP REFERENCE FORM

Kakamega County Scholarship reference request form	
Instructions to referee	
<p>The applicant mentioned in the covering email is applying for a Kakamega County Scholarship and has nominated you as a referee. The information you supply is essential to the selection process, as without it we will be unable to proceed to interview stage.</p> <p>Kakamega County Scholarships are the County government's scholarship programme, awarded to established or emerging leaders from all over the County. The Scholarship enables recipients to study for identified courses in Kenya. For further information about Kakamega County Scholarships please visit www.kakamega.go.ke.</p> <p>Please complete this form in English and provide as much detail as possible, returning your completed form the Kakamega County Education Fund Committee at the email address listed in the covering email <u>as soon as possible</u>. Please complete the fields electronically before printing and signing*. Any information you provide will be treated in the strictest confidence.</p> <p>Thank you very much for taking the time to complete this form.</p> <p>*Please note: we regret that we are unable to accept either handwritten forms or electronic signatures.</p>	

Candidate information (to be completed by the referee)	
Family name	
First name(s)	

Referee's details (to be completed by the referee)	
Name	
Organisation	
Position held	
Please state how long you have known the applicant, and in what capacity. (40 words max)	
When did you last have regular contact with the applicant?	

(20 words max)	
Please comment on the applicant's intellectual and interpersonal qualities. (70 words max)	
Please comment on whether you believe the applicant has the ability to successfully complete a demanding Master's programme in Kenya. (70 words max)	

How would you rate the applicant's specific abilities in the following areas? (please click in the appropriate box):					
	Excellent	Very Good	Good	Average	Poor
Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall assessment of applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where would you place the applicant in the next five and 10 years? (please click in the appropriate box for each timeframe):			
	Top leadership role	Senior leadership role	Mid-level role
Five years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10 years			
The Kakamega County Scholarships programme is aimed at future leaders, decision makers and opinion formers. Please describe how the applicant meets these criteria, illustrating your comments with relevant examples. (250 words maximum)			
Please feel free to comment on any other relevant factors which you believe should be taken into consideration in assessing the suitability of this candidate for the Kakamega County Scholarships programme. (250 words maximum)			
Referee's contact details and signature			
Telephone number			
Email address			
Signature (we are unable to accept electronic signatures)		Date	

Thank you for your comments. We may contact you to verify the authenticity of this reference.

Made on the 11th December, 2015.

KULATI WANGIA,
County Executive Committee Member for Finance.