



The Catholic University of Eastern Africa

| TITLE | AUTHOR |
|---|---|
| PROCEDURE FOR THE ADMINISTRATION OF SCHOLARSHIPS, LOANS, BURSARIES AND TRUST FUNDS (CUEA/DVC ADM/DOS/04) | DEAN OF STUDENTS |
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| | 8 (EIGHT) (A-H) |
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0.2 Record of Changes

| No. | Date | Details of Changes | | Authorization |
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| 1. | 19.05.2011 | 1 | 0.2, record of changes | Dean of Students |
| 2. | 19.05.2011 | 3 | 6.1.3, Identification of form | Dean of Students |
| 3. | | | | |
| 4. | | | | |

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant for authorized users.

1.0 PURPOSE

This procedure aims to ensure that students' applications for scholarships, loans, bursaries and trust funds are processed within set guidelines.

2.0 SCOPE

This procedure applies to all applications for scholarships, loans, bursaries and trust funds by students at the Catholic University of Eastern Africa.

3.0 REFERENCES

- 3.1 CUEA J.B. Wanjui Trust Foundation Agreement
- 3.2 CUEA Quality Management Manual

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4.0 TERMS AND DEFINITIONS

- 4.1 HELB - Higher Education Loans Board
- 4.2 Scholarship Committee – A body charged with the responsibility of reviewing students’ applications for scholarships and making decisions on the same.
- 4.3 Financial Aid Office – section under the Dean of Students’ office that deals with financial counseling.
- 4.4 Scholarship Assessment Tools - this a guide used by the CUEA scholarship Committee to gauge qualification of individual students for scholarships.
- 4.5 MOE: Ministry of Education
- 4.6 MOE Bursary – financial aid awarded to students by the Ministry of Education.
- 4.7 PEPFAR - Presidential Emergency Fund for AIDS Relief
- 4.8 USAID - United States International Development
- 4.9 J.B. Wanjui Trust Foundation - a foundation started by the Joe Wanjui family to support bright but needy female students in the Faculty of Science at CUEA.

5.0 PRINCIPAL RESPONSIBILITIES

The Dean of Students has the overall responsibility of ensuring that this procedure remains adequate for its intended purpose and is effectively applied.

6.0 METHOD

6.1 CUEA Scholarships

- 6.1.1 Students shall pick scholarship forms (**CUEA/DVC ADM/DOS/04/fm2**) from the Dean of Students’ office before the end of the August-December trimester, attach relevant documents, including recommendations (**CUEA/DVC ADM/DOS/04/fm3 & (CUEA/DVC ADM/DOS/04/fm4)**) and submit the form before 28th February of the following year.
- 6.1.2 The Financial Aid Officer shall receive duly filled forms and ensure that they are properly filled.
- 6.2.2.1 If the forms are properly filled, the Financial Aid officer shall present them to the Scholarship Committee.

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6.2.2.2 If the forms are not properly filled, they shall be filed in a separate file and reasons for rejection indicated.

6.1.3 The Scholarship Committee shall use the Scholarship Assessment tools and criteria (**CUEA/DVC ADM/DOS/04/fm1**) to select qualified applicants in the various categories.

6.1.4 If an applicant does not meet the requirements for scholarship award, the Financial Aid Officer shall file his/her form and indicate the reasons for rejection of the application.

6.1.5 The list of beneficiaries shall be presented to the Vice Chancellor who shall study it and give feedback to the Scholarship Committee.

6.1.6 The Scholarship Committee shall effect recommended changes and set a date for the scholarship award ceremony.

6.1.7.1 If the list of beneficiaries is not approved by the Vice Chancellor, the Financial Aid Officer shall file them and indicate reasons for rejection.

6.1.7 The Credit Controller shall credit the accounts of individual beneficiaries and print receipts.

6.1.8 The beneficiaries shall collect receipts from the Credit Controller.

6.2 J.B. Wanjui Scholarship

6.2.1 The Financial Aid Office shall receive application forms from J.B Wanjui Trust Foundation in July of every year.

6.2.2 The Financial Aid Officer shall ask the Dean, Faculty of Science to identify the best female students in academics.

6.2.3 The Dean, Faculty of Science shall submit the names of the students to the Financial Aid Officer.

6.2.4 The Financial Aid Officer shall ask the students to pick the application forms.

6.2.5 The students shall fill the scholarship forms and return them to the Financial Aid Officer.

6.2.6 The Financial Aid Officer shall forward the forms to J.B. Wanjui Trust Foundation.

6.2.7 The CUEA Scholarship Committee shall award the scholarship to deserving applicants.

6.2.8 The Credit Controller shall credit the accounts of the beneficiaries.

6.2.9 The beneficiaries shall collect receipts.

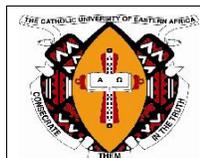
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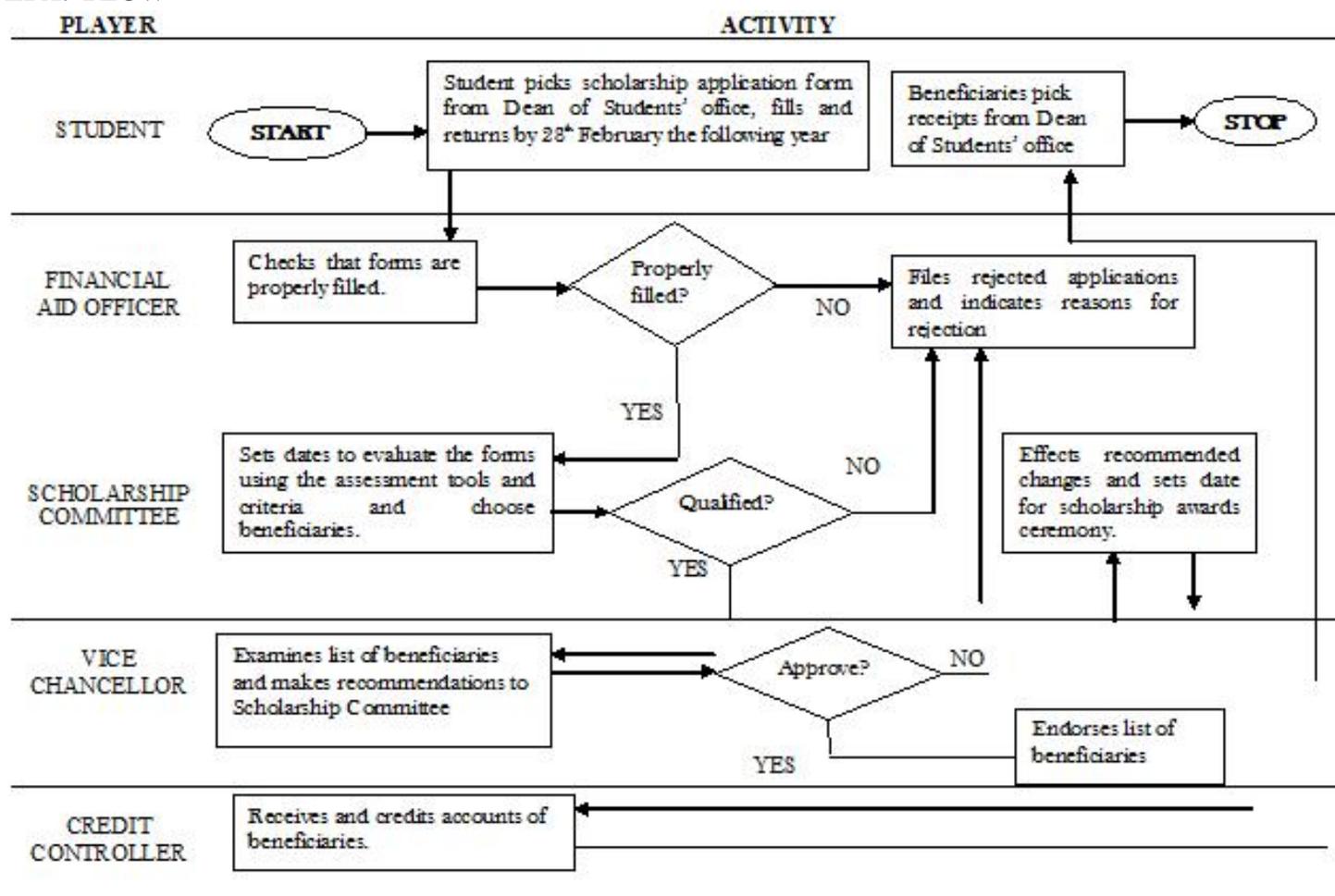
7.0 APPENDICES

- 7.1 Appendix A: Flow Chart
- 7.2 Appendix B: Criteria for Scholarships
- 7.3 Appendix C: Scholarship Form
- 7.4 Appendix D: Lecturers' Recommendation Form
- 7.5 Appendix E: Recommendation for Scholarship Award
- 7.6 Appendix F: Sports' Tutor/Club's Patron/Matron's Recommendation Form

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APPENDIX A: FLOW



CHART

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APPENDIX B: CRITERIA FOR SCHOLARSHIPS

A CRITERIA FOR AWARDING SCHOLARSHIP GRANTS

1. Economic need
2. Academic performance
3. Character /leadership reference-indicative of commitment to the university activities
4. Active commitment to one's faith
5. Full time study

All scholarships are:

- a) One year partial tuition grant
- b) Available to students already registered in CUEA
- c) Finalists are not eligible

B. APPLICATION PROCEDURES

The scholarship forms are to be picked latest 14 February before deadline and submitted by 28th February of each year, accompanied by recommendations from a member of the faculty, department head, religious leader, club patron and sports tutor

The scholarship committee will review the applications and awards will be announced in September of each year.

C. TYPES OF SCHOLARSHIPS AVAILABLE

1. UNIVERSITY TUITION GRANT

One year, partial grants for needy students with mean grade B and above

2. ST. PETER THE APOSTLE TUITION GRANTS

Exclusively for needy Diocesan priests, religious men and women in any programme

3. MISSO GRANT

Partial tuition grants for needy students (lay men and women, priests and religious in both the Religious studies department and the faculty of theology). Consideration is also given today students in education and social work programmes who after graduating would work with the church or church institutions

4. THE RATANSI EDUCATIONAL TRUST AWARDS

Partial tuition grants for needy Kenyan students pursuing undergraduate programmes

5. THE FOUNDERS OF CUEA AWARD

- Exclusively for Catholics from AMECEA region
- Intellectually gifted needy, and committed to community service
- Recommended by chaplain, dean of students, dean faculty, club patron and parish priest

NB: 5 recommendations are mandatory.

CUEA/DVC ADM/DOS/04/fm1

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(e) Do you have any other dependants? _____ if so how many? _____

6. Address: Current area of residence: (District) _____
(Diocese) _____

7. Have you been/are you on an academic leave? Yes () No ()
(If yes, attach a copy of the leave letter from the Registrar)

8. Number of children in your family (for lay students) _____

9. Are any of these attending colleges or universities? _____

10. If so, please give the details: _____

11. Are your parents living or living or deceased? Living () Deceased () If deceased, who?

(a) Both (b) Mother (c) Father

12. If deceased, who has been paying for your education?

Name of sponsor/guardian: _____

Relationship to you: _____

13. Are your parents/sponsors guardians employed? Yes () No ()
(If yes, indicate employer and place of work and attach a copy of latest pay slip)

_____ *If No how do they earn a living?*

B: EDUCATIONAL BACKGROUND (To be confirmed by Registrar)

14. Programme of Study: e.g. BA/BED _____

Year of Study: 1st () 2nd () 3rd ()

15. Programme Duration: Faculty _____ Reg. No. _____ 2 Years () 3
Years () 4 years ()

16. Average mark for the previous semester's results. _____

I certify that the information given above is true.

Registrar Signature & Official Stamp Date

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C: FINANCIAL ARRANGEMENTS

17. Expected costs of your tuition and academic fees next year: Kshs. _____

18. Other expenditures:

a) Food _____ b) Rent _____

TOTAL EXPENSES: Kshs. _____

EXPECTED REVENUES

19. What amount do you expect to raise from your own family/community? _____

20. What amount do you expect to receive from other sources/sponsor? _____

21. Who is responsible for paying your fees at the University? _____

22. Have you received a scholarship/grant/bursary, etc in the past? Yes () No ()

If yes, state the amount. Kshs. _____ and source _____

23. As of this date, do you currently have a balance due to the University? Yes () No ()

If so, how much? _____. *PLEASE attach a copy of your current statement of account.*

24. Please indicate other sources of assistance/income. (*Attach last month's pay slip*)

a) Salary _____

b) HELB Loan _____

c) HELB Scholarship _____

d) MOE Bursary _____

f) CDF _____

g) CUEA Scholarship: UTG (), Missio (), St. Peter (),

Founders (), Rattansi () (*✓Tick appropriately*).

Amount _____

h) Others _____

TOTAL = _____

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D: DECLARATIONS

25. Applicant's Declaration

I declare that to the best of my knowledge and belief the information I have given in this form is correct.

_____ Applicant's
 full name (in block letters) Signature Date

27. Parent's/Guardian's/Sponsor's Declaration / (*Guardians must sign*)

a) Employment

I parent/guardian/sponsor am employed at _____

b) Address of Parent/Guardian/Sponsor/ Employer

_____ P O Box _____ Mobile No. _____ (Office)

E-mail: _____

_____ Signature _____ Date
 Full name (in block letters)

**E: COMMISSIONER FOR OATHS/DISTRICT OFFICER/MAGISTRATE/CHIEF/PARISH
PRIEST/FOREIGN EMBASSY OFFICIAL**

28. The above named appeared before me and made the solemn declaration.

_____ Signature _____ Date
 Official Rubber Stamp

- End -

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APPENDIX D: LECTURER’S RECOMMENDATION FORM

Date: _____

The Scholarship Committee
Catholic University of Eastern Africa
P.O. Box 62157
NAIROBI

Dear Committee,

RE: RECOMMENDATION FOR AWARD OF SCHOLARSHIP

Student’s Name: _____ Reg. No. _____

Course: _____ Faculty _____
Year of Study _____

I have known this student for ____ year/s. I am glad to give the following information which might assist you in assessing his/her eligibility for scholarship award:

Academic Performance/Commitment to studies

Economic Need

Character/Leadership/Extra-Curricular Activities

Active commitment to faith

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Mode of Study

General comment

Yours sincerely,

Lecturer

DEPARTMENT OF _____

* (NB: Seal and return form to applicant)

CUEA/DVC ADM/DOS/04/f6

All the Applicants for this scholarship must attend The Award ceremony

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APPENDIX E: RECOMMENDATION FOR AWARD OF SCHOLARSHIP

Date: _____

The Scholarship Committee
Catholic University of Eastern Africa
P.O. Box 62157 – 00200
NAIROBI

Dear Committee,

RE: RECOMMENDATION FOR AWARD OF SCHOLARSHIP

Student's Name: _____ Reg. No. _____

Course: _____ Faculty/Year _____

I have known this student for _____ year/s. I am glad to give the following information which might assist you in assessing his/her eligibility for scholarship award:

Academic Performance/Commitment to studies

Economic Need

Character/Leadership/Extra-Curricular Activities

| | | |
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Active commitment to faith

Full-time study/Part-time Study

General comment

Yours sincerely,

* (NB: Seal and return form to applicant)

(CUEA/DVC ADM/DOS/04/f7)

All the Applicants for this scholarship must attend The Award ceremony

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APPENDIX F: SPORT'S TUTOR / CLUB'S PATRON/MATRONS RECOMMENDATION

Date: _____

The Scholarship Committee
Catholic University of Eastern Africa
P.O. Box 62157
NAIROBI

Dear Committee,

RE: RECOMMENDATION FROM CLUB PATRON AND SPORTS TUTOR

Student's Name: _____ Reg. No. _____

Course: _____ Faculty/Year _____

Club/Sport's Name _____

Membership Duration _____

Responsibilities: Member/ Official /Captain /Player

Student's Commitment to club ideals/ Activities/ Sport

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General comments on involvement and contribution to the Club/Sport

Yours sincerely,

Club/Movement/Association Patron/Sports Tutor

* (NB: Seal and return form to applicant)

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All the Applicants for this scholarship must attend The Award ceremony

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Financial Aid Office

TICK (✓) ONLY THE SCHOLARSHIP(S) YOU QUALIFY FOR

- ST. PETER THE APOSTLE
- MISSIO GRANT
- UNIVERSITY TUITION GRANT
- RATTANSI EDUCATION TRUST AWARDS
- FOUNDERS OF CUEA AWARD

**BRIEFLY EXPLAIN WHY YOU WISH TO BE CONSIDERED FOR THE ABOVE
SCHOLARSHIP(S) - (MANDATORY)**

All the Applicants for this scholarship must attend The Award ceremony

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