





# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
<b>PROCEDURE FOR WORK STUDY (CUEA/DVC ADM/DOS/03)</b>	<b>DEAN OF STUDENTS</b>
	NO. OF APPENDICES:
	<b>2 (TWO) (A-B)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ADMINISTRATION</b>
SIGNATURE	
DATE	<b>23 Feb 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>
<b>NOTE:</b> <ol style="list-style-type: none"> <li>1. Write amendments on the page provided (Clause 0.2)</li> <li>2. Controlled copies of this document will be in the DVC Administration and Dean of Students' offices.</li> </ol>	

## 0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date
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**0.2 RECORD OF CHANGES**

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1		3	6.1	Dean of Student
2		6	Appendix B	Dean Student

**0.3 Distribution / Circulation**

This Standard Operating Procedure is available on CUEA servers for authorized users.

**1.0 PURPOSE**

This procedure aims to ensure that there is fairness in the selection of students for the work-study programme and that jobs are fairly distributed.

**2.0 SCOPE**

This procedure applies to applications for work study jobs by all regular students in CUEA.

**3.0 REFERENCES**


3.1 CUEA Quality Management Manual

**4.0 TERMS AND DEFINITIONS**

4.1 Work Study: A programme under the Dean of Students’ office that supports needy student to pay part of their tuition fees in exchange for work in various University departments for a defined number of hours.

4.2 Regular students: these are students enrolled for full time study.

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4.3 Needy students: these are regular students from economically disadvantaged backgrounds and so are not able to fully pay for their tuition fee.

4.4 Work Study Committee: a body that selects and places needy students on Work Study Programme. It comprises of the Dean of Students, Deputy Dean of Students and Administrative Assistant.

## 5.0 PRINCIPAL RESPONSIBILITIES

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

## 6.0 METHOD

6.1 The student shall pick Work-Study application form (CUEA /DVC ADM/DOS/03/fm1) from the Secretary to the Dean of Students, fill it, attach two recommendations and submit it to the Administrative Assistant in the same office.

6.2 The Administrative Assistant shall compile the list of applicants and select those that merit consideration.

6.2.1 If an applicant does not merit Work-Study placement, the Administrative Assistant shall file his/her form and indicate reasons for rejection.

6.3 The Administrative Assistant shall present the list of selected applications to the Work-Study Committee.

6.4 The Work-Study Committee shall select the students who qualify for Work-Study placement.

6.4.1 If the Work-Study Committee finds an applicant not worthy for consideration, it shall ask the Administrative Assistant to file his/her form for future consideration.

6.5 The Dean of Students shall forward the names of successful applicants to the respective departments with copies to the DVC Administration, Financial Administrator and Human Resources Manager.

6.6 The Dean of Students shall put up a notice to inform the successful applicants of their appointments and reporting dates.


6.7 The successful applicants shall report on duty.

## 7.0 APPENDICES

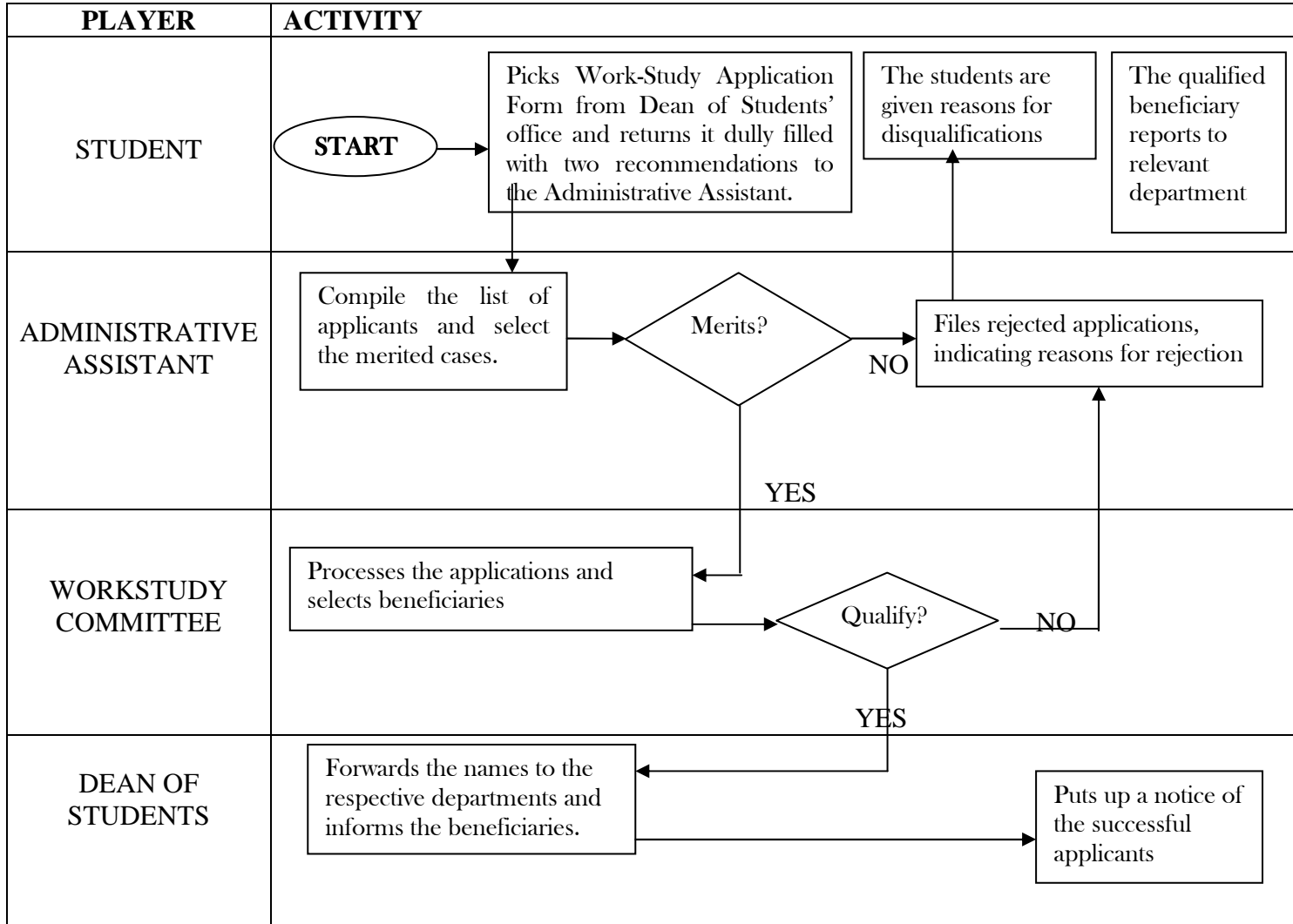
7.1 Appendix A: Flow Map


7.2 Appendix B: Work-Study Application Form

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**APPENDIX A: FLOW MAP FOR WORK STUDY**



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**APPENDIX B: WORK-STUDY APPLICATION FORM**

**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**

**A. M. E. C. E. A.**      **P.O. Box 62157**  
**00200 Nairobi - KENYA**  
**Telephone: 891601-6**  
**Fax: 254-2-891260**  
**admin@cuea.edu**

**Work Study Application Form**

*Instructions:* Use a Tick except where write-up is required

**SECTION A: Applicant's Personal Information**

**NAME:** ..... **REG.**  
**NO:** ..... **DATES:** .....

**FACULTY:** ..... **PROG OF**  
**STUDY:** .....

**YEAR OF**  
**STUDY:** ..... **TEL.NO:** .....

Are you on study-leave? Yes.....NO.....If yes (attach leave note from the Registrar)


Are you applying for a) First.....Or b) An Extension.....?  
 Explain in section D below. If seeking extension, how many semesters have you worked?.....Where do you live? a) Hostel..... b) Rental.....c) others.....Cost charged.....

Are your parents alive? a) Yes..... b) No..... If deceased, who? Father ( ) Mother ( )  
 Both ( ) (attach death certificate(s). In this case, who has been paying your fees and subsistence? a) Sponsor..... b) Single parent..... c) Guardian (s).....

Do you have other sibling(s) in CUEA? a) Yes..... b) No.....  
 If yes, how many.....

Last semester's grade..... Member of  
 Club(s).....

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**SECTION B: Nature of work Applied for and Preferred Season**

What kind of work would you prefer? a) Compound..... b) Library..... c) Any.....

When would you like to work? a) In the semester..... b) Long holiday..... c) Either.....

**SECTION C: Financial Status and other sources of assistance (Indicate amounts)**

Required tuition fees annually..... a) Paid amount..... b) HELB loan.....  
 c) MOE bursary..... d) CUEA scholarship..... e) CDF.....  
 f) Outstanding fees balance..... (attach current statement of account)

**SECTION D: Briefly explain why you need to be considered in this program**

.....  
 .....  
 .....  
 .....  
 .....  
 .....

*Do not attach separate write-up*

**SECTION E: (For Official Use only)**

Received Date: .....

**Applicant's level of need:** a) Extremely deserving..... b) needy..... c) Average..... d) Not needy.....

Considered..... Periods..... Not Considered.....

**NOTE:** You may attach recommendations from those conversant with your status

**CUEA /DVC ADM/DOS/03/fm1**

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