



# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR SCHOLARSHIPS, LOANS, BURSARIES AND TRUST FUNDS ADMINISTRATION</b>  <b>(CUEA/DVC ACAD/DOS/04)</b>	<b>DEAN OF STUDENTS</b>
	NO. OF APPENDICES:
	<b>EIGHT (8) 7.1 – 7.8</b>
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<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic Affairs and the Dean of Students Office	

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## 0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1.	21-11-2018	All	Review of Procedure	Dean of Students


## 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 the students get Scholarships, loans, bursaries and trust funds within the set guidelines.

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## 2.0 SCOPE

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

## 3.0 REFERENCES


- 3.1 Student Handbook (<http://ww3.cuea.edu/studentportal/>)
- 3.2 CUEA Quality Management Manual

## 4.0 DEFINITION OF TERMS

- 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 – A section under the Deputy Dean of Students Office that deals with financial counseling
- 4.4 Scholarship Assessment tools- this a guide used by CUEA scholarship committee to gauge qualification of individual student 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 Wanjui family to support bright but needy female Students in the faculty of science at CUEA.

## 5.0 PRINCIPAL RESPONSIBILITIES

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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 CUEA Scholarships

6.1.1 The students shall pick the Scholarship forms (**CUEA/DVC ACAD/DOS/04/fm2**) from the Dean of Students' office before the end of August – December trimester, attach the relevant documents and get relevant recommendations (**CUEA/DVC ACAD/DOS/04/fm3**) & **CUEA/DVC ACAD/DOS/04/fm4**) and submit the form within a two weeks deadline.

6.1.2 The Financial Aid Officer receives the duly filled forms and ensures that they are properly filled.

6.1.2.1 If the forms are properly filled, the Financial Aid officer shall present them to the Scholarship committee.

6.1.2.2 If they are not properly filled, they shall be filed in a separate file and reason for rejection indicated.

6.1.3 The Scholarship committee using the Scholarship Assessment tools and criteria (**CUEA/DVC ACAD/DOS/04/fm2**) to select the qualified applicants in the various categories.

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


6.1.5 The list of beneficiaries is 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 (if any).

6.1.6.1 If list of beneficiaries is approved by the Vice Chancellor, he/she shall endorse it and forward it to the Chief Finance Officer.

6.1.6.2 If list of beneficiaries is not approved by the Vice Chancellor, he/she shall forward it back to the Scholarship Committee and the Financial Officer shall file them and indicate reasons for rejection.

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- 6.1.7 The Scholarship committee shall set a date for the Scholarship Award Ceremony.
- 6.1.8 The Chief Finance Officer shall credit the accounts of individual beneficiaries account and print receipts.
- 6.1.9 The beneficiaries shall collect receipts during the Award Ceremony.


## **6.2 J.B. Wanjui**

- 6.2.1 The Financial Aid Office shall receive application forms from J.B Wanjui Trust Foundation on July of the 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 female students to the Financial Aid Officer.
- 6.2.4 The Financial Aid Officer shall ask the student to pick the forms.
- 6.2.5 The students shall fill the scholarship form and then 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 the receipts.

## **6.3 HELB Loans**

- 6.3.1 The Applicant shall fill the HELB form and present to the Deputy Dean of Students.
- 6.3.2 The Deputy Dean of students (Financial Aid Office) shall sign the form.

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- 6.3.3 The Deputy Dean of Students (Financial Aid Office) shall make a follow up with the HELB offices for the disbursement of loan
- 6.3.4 The Financial Administrator shall receive a cheque and list of beneficiaries from HELB officers.
- 6.3.5 The financial administrator shall give a copy of the list to the Deputy Dean of students (Financial Aid Office) and another to the Credit Controller.
- 6.3.6 The Deputy Dean of Students shall put the list of the beneficiaries on the notice board.
- 6.3.7 The credit controller shall credit the accounts of the beneficiaries and issue receipts.
- 6.3.8 The beneficiaries shall collect the receipts.

## **7.0 APPENDICES**

- 7.1 Context
- 7.2 Risk Analysis and Control
- 7.3 Required Organizational Knowledge
- 7.4 Criteria for Scholarships
- 7.5 Scholarship Form
- 7.6 Lecturers' Recommendation Form
- 7.7 Sports' Tutor/Club's Patron/Matron's Recommendation Form
- 7.8 Student Handbook (<http://ww3.cuea.edu/studentportal/>)

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## 7.1 CONTEXT


### 7.1.1 External / Internal Factors

(a)	<b>External Factors</b>	<b>Identified Risk / Opportunity</b>
(i)	Stakeholders Sensitization	Risk & Opportunity to support
(ii)	Stakeholders Participation	Risk & Opportunity to support
(iii)	Community / University uptake	Main providers of work study
(b)	<b>Internal Factors</b>	<b>Identified Risk / Opportunity</b>
(i)	Policy	Risk of non-compliance
(ii)	Students benefit	Opportunity for needy students
(iii)	University Administration	Risk & Opportunity to support

### 7.1.2 Relevant Interested Parties

	<b>Party</b>	<b>Needs and Expectations</b>
(i)	Needy Students	Needy students to get financial support
(ii)	Students	Work study experience
(iii)	University	Increase student population Mitigate fee non-payment University Matriculation

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## 7.2 RISK ANALYSIS AND CONTROL


No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1	Inadequate Funds	Lack of Donors & Stakeholders finances	3	3	9	High	Educate stakeholders
2	Community/university uptake	Awareness & Policy	2	3	6	Medium	Educate stakeholders
3	University Policy	Non- accomodation of new ideas	1	3	3	Low	University Management Board
4	Applications surpass funds	Student needs	3	3	9	High	Campaign for more scholarships
5	Too many requirements	Unrevised forms	3	3	9	High	Revise forms
			1	3	3	Low	

## 7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Staff should be conversant with Student handbook and Scholarship procedures and policy.

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#### 7.4 APPENDIXA: CRITERIA FOR AWARDING SCHOLARSHIPS

##### **A. CRITERIA FOR AWARDING SCHOLARSHIPS 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 28<sup>th</sup> 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

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#### **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: Five Recommendations Are Mandatory).*

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4. Religion (Specify) \_\_\_\_\_

5. Marital Status: a) Single (  ); Married (  ); Widowed (  ); Divorced (  ); Separated (  )

b) Are you a single parent? Yes (  ) No (  )

c) If married, the name of the spouse \_\_\_\_\_

d) Number of Children \_\_\_\_\_

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 deceased? Living (  ) Deceased (  ) If deceased, who?

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

*(If deceased attach death certificate/s)*

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)*

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\_\_\_\_\_

\_\_\_\_\_

If no, how do they earn a living?

\_\_\_\_\_

\_\_\_\_\_

**B: EDUCATIONAL BACKGROUND**

14. Programme of Study: e.g.

BA/BED \_\_\_\_\_

Year of Study:      1<sup>st</sup> (   )                      2<sup>nd</sup> (   )                      3<sup>rd</sup> (   )

15. Programme Duration: 1 Year (   )      2 Years (   )      3 Years (   )

16. Average mark for the previous semester's results. \_\_\_\_\_

I certify that the information given above is true.

\_\_\_\_\_

Registrar

Signature & Official Stamp      Date

**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? \_\_\_\_\_

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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. Do you/your sponsors have any debts to others for your education fees? Yes ( ) No ( )

If YES, how much? \_\_\_\_\_

25. 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 = \_\_\_\_\_

**D: DECLARATIONS**

26. 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

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I parent/guardian/sponsor am employed at \_\_\_\_\_

b) Address of Parent/Guardian/Sponsor/Employer

\_\_\_\_\_

P O Box \_\_\_\_\_ Tel. No. (Home) \_\_\_\_\_ (Office) \_\_\_\_\_

E-mail: \_\_\_\_\_

c) Assets

We presently have assets that can be used as a guarantee for loan purposes. These are in the form of \_\_\_\_\_

\_\_\_\_\_

Full name (in block letters) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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


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

\_\_\_\_\_

Official Rubber Stamp \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

- End

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**7.6 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: \_\_\_\_\_

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

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Economic Need

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Character/Leadership/Extra-Curricular Activities

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Active commitment to faith

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\_\_\_\_\_

Full-time study/Part-time Study

\_\_\_\_\_

\_\_\_\_\_

General comment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yours sincerely,


\_\_\_\_\_

Lecturer

DEPARTMENT OF \_\_\_\_\_

\*(NB: Seal and return form to applicant)

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**7.7 APPENDIX E:CLUBS' /SPORTS' TUTOR RECOMMENDATION FORM**

Date: \_\_\_\_\_  
The Scholarship Committee  
Catholic University of Eastern Africa  
P. O Box 62157  
**NAIROBI**

Dear Committee,

**RE: RECOMMENDATION FROM THE CLUB PATRON/SPORT TUTOR/OTHER ASSOCIATIONS**

Student's Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Course: \_\_\_\_\_ Faculty/Year: \_\_\_\_\_

This student is a member/official/player/captain of: \_\_\_\_\_

She/her has been an active member for (duration):  
\_\_\_\_\_  
\_\_\_\_\_

Comment on his/her participation and whether he/she should be considered for assistance \_\_\_\_\_  
\_\_\_\_\_

Yours sincerely,

\_\_\_\_\_  
Patron/Sports Tutor/Adviser  
DEPARTMENT OF \_\_\_\_\_

\*(NB: Seal and return form to applicant)

**7.8 APPENDIX F: STUDENT HANDBOOK (<http://ww3.cuea.edu/studentportal/>)**

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