

THE KIAMBU COUNTY EDUCATION BURSARY FUND ACT, 2014

(No 2 of 2014)

IN EXERCISE of the powers conferred by section 26 of the Kiambu County Education Bursary Fund Act, 2014, the Executive Member responsible for Education, ICT, Culture and Social services, makes the following Regulations-

THE KIAMBU COUNTY EDUCATION BURSARY FUND REGULATIONS, 2014

PART I- PRELIMINARY

Citation
and commencement.

1. These Regulations may be cited as the Kiambu County Education Bursary Fund Regulations, 2014 and shall come into operation on the date of publication in the County *Gazette*.

Interpretation.

2. In these Regulations, unless the context requires –

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

“Department” means the county department responsible for educations as established by the County Executive Committee;

“Fund” has the same meaning assigned under the Act;

“the Act” means the Kiambu County Education Bursary Fund Act, 2014;

“Ward Committee” has the same meaning assigned under the Act.

**PART II- BURSARY APPLICATIONS AND
DISBURSEMENTS**

Application
Bursary.

for 3. (1) A person wishing to receive education bursary, grant or scholarship under the Act shall apply to the Department through the Ward Committee.

(2) An application for education, bursary, grant or scholarship under sub Regulation (1) shall be in the application form specified in the First Schedule.

(3) An application under this Regulation shall be accompanied by the following documentation-

(a) any documentation that in the opinion of the Ward Committee proves that the applicant resides in the Ward;

(b) a letter of admission to secondary school in the case of a new applicant joining form 1;

(c) a declaration from the head teacher of the school that an applicant is attending in the case of continuing students; and

(d) such other documentation as the Executive Member may require.

(4) An application under this Regulation shall be submitted to the Ward committee.

(5) The Ward Committee shall review the application as provided under the Act.

(6) An application that is not complete shall be rejected on that account but the Ward Committee

shall require the applicant to provide the required information within the time as the Ward Committee may require.

Determination of award of bursary.

4. The Ward Committee shall consider and verify the following information while reviewing an application under Regulation 3-

- (a) whether the applicant resides in the respective Ward;
- (b) whether the information provided and supportive documentation is correct and complete; and
- (c) whether the applicant meets the conditions set out in the Act and these Regulations.

Award of bursary.

5. In each financial year, the Executive Member shall issue guidelines stipulating the minimum amounts that may be awarded to an applicant in respect to the type or level of school the applicant is attending, classified as-

- (a) national school;
- (b) county school;
- (c) sub county school or district school as the case may be;
- (d) day school;
- (e) special secondary school;
- (f) special primary school;
- (g) university; and
- (h) college

University and colleges
bursary award.

6. (1) A person shall qualify for award of bursary for university and college education if the person-

(a) meets the conditions stipulated under section 13 of the Act; and

(b) is enrolled in a university or college for a degree, diploma or certificate course.

(2) A person applying for bursary under this Regulation shall submit the application to the Ward Committee between the months of January and June in each financial year.

(3) The Ward Committee shall apply the criteria provided under section 16 of the Act while assessing an application under this Regulation.

Award of scores.

7. The Ward Committee shall while applying the criteria specified under section 16 of the Act, award the scores as provided under the Second Schedule.

Non disclosure of
information.

8. (1) Where a person is granted bursary on the basis of false or incorrect information or misrepresentation, the person shall –

(a) refund the money awarded to the county government; and

(b) not be eligible for any other bursary award by the county government;

(2) Where the Executive Member or the Ward Committee becomes aware of the circumstances stipulated under sub-Regulation (1) before the person has utilized the bursary award, the Executive Member shall issue a notice of cancellation of the bursary 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 county government; or
- (b) in consultation with the Ward Committee re allocate the money to another student who is eligible under the Act and had applied for bursary under the Act and did not receive an award or the required full amount for the reason for limited available money under the Fund.

Scholarship scheme.

9. (1) The Executive Member may establish a scholarship scheme for person eligible under the Act.

(2) The scholarship may meet the annual tuition and costs related to a beneficiaries needs such as school uniform, administrative costs payable to a school, transport to and from school and personal effects, for the remaining period of study by the applicant.

Criteria for admission to scholarship scheme.

10. In addition to the criteria for qualification for bursary under section 13 and 16 of the Act, the Ward Committee shall consider-

- (a) possibility of the circumstances of the applicant changing to the extent that the applicant will be ineligible for grant of bursary;
- (b) the access to other bursary grants provided by public or private sector; and
- (c) the availability of money under the Fund for the purposes of granting scholarship scheme.

Application for scholarship.

11. (1) A person who is eligible for bursary under the Act may apply to the Ward Committee for admission to the scholarship scheme under the Act.

(2) An application for scholarship under this Regulation shall be in the application form specified under First Schedule.

(3) The Ward Committee shall review the application and may-

(a) reject the application; or

(b) recommend to the Executive Member that the applicant be admitted to the scholarship program.

(4) The Executive Member shall upon receiving the recommendation under sub Regulation (3) review the application and where satisfied that the applicant meets the requirements, admit the person to the scholarship scheme.

Discontinuation from scholarship scheme.

12. The Executive Member shall discontinue a person from the scholarship scheme where—

(a) admission to the scheme was obtained through fraud, false information or misrepresentation;

(b) the applicant completes the studies for which the scholarship was awarded;

(c) the applicant ceases to be a student for reasons other than medical grounds or as specified under paragraph (a); and

(d) the applicant applies or is granted for bursary or scholarship support from any other source after the applicant has been admitted to the scholarship under the Act.

Maintaining of data base

13. The Executive Member shall maintain the data base of all applicants under the Act.

**PART III- NOMINATION OF WARD
COMMITTEE MEMBERS**

Nomination of Ward
Committee members.

14. (1) The Executive Member shall, within seven days upon the coming into force of these Regulations issue a notice to the respective organizations specified under section 7 (2) (d), (e), (f) and (g) of the Act, requiring them to register with the Department for the purposes of nominating persons for appointment to the stipulated positions.

(2) The Executive Member shall within fourteen days issue the notice under sub Regulation (1) upon the expiry of the term of the Ward Committee in accordance with section 7 (2) (d), (e), (f), and (g) of the Act.

(3) An organization wishing to nominate persons under sub-Regulation (1) shall register with the Department within fourteen days from the date of the notice issued therein.

(4) To qualify for nominating members under sub-Regulation (1), an organization must –

- (a) be registered entity under the respective laws;
- (b) be registered with the Department;
- (c) have not less than 9 active members save for a non governmental organization;
- (d) be active for a period of not less than twelve months prior to the date of the notice;

(e) in addition to paragraph (a), be registered –

(i) in the case of non governmental organizations with the Non Government Organization Council;

(ii) in the case of youth organizations, with the National Youth Council; and

(iii) in the case of organizations for persons with disabilities, with the National Commission for persons with disabilities; and

(f) meet any other requirement as the Executive Member may require.

(5) Each organization described under sub Regulation (1) shall nominate one person who qualifies to be appointed as provided under the Act and shall submit the name to the Executive Member.

(6) The Executive Member shall, upon issuing the notice under this Regulation, convene the first meeting of the forum of organizations for each category specified under sub Regulation (1) within twenty one days upon the expiry of the period stipulated under sub Regulation (3).

(7) The forum convened under sub Regulation (6) shall only be attended by the persons nominated under sub Regulation (5).

(8) The forum convened under sub Regulation (7) shall nominate three persons for appointment to the Ward Committee as provided for under the Act.

(9) The Executive Member shall appoint the persons nominated under sub Regulation (8) as provided under section 7 (2) (d), (e), (f) and (g) of the Act.

First Schedule (R. 3)



KIAMBU COUNTY EDUCATION BURSARY APPLICATION FORM

PART A

1. Name
2. Sub county.....Ward.....Village.....Year.....
3. Family status
 - (a) orphan.....
.....
 - (b) Single parent.....

STUDENT PERSONAL DETAILS

1. Full Name _____
Last First Middle
2. Sex Male () Female ()
3. Date of Birth Adm No. Class
4. Name of School _____ Year _____

5. Name of university or college.....Admin No.....
Year.....

For those students joining Form 1: Please attach joining Instructions

(a) School Admitted:

- i. National
- ii. County
- iii. Sub county/district.....
- iv. Day school.....

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

Total Fees

Paid/Able To Raise

Outstanding Balance

Kshs

Kshs

Kshs

PART B

FAMILY INFORMATION

1 Tick appropriately

Both parents alive

Single parent

One parent dead

Both parents dead

Any disability

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

1. Parents/Guardian's Name _____

Occupation/Profession _____

Contact-----

2. How many Brothers and Sisters do you have?

3. How many children does the guardian have?

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

5. How many are in secondary school?

6. How many 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

Kshs

OTHER: AREA CHIEF/ASSISTANT CHIEF

Comment on the status of the family/ parent _____

I certify that the information given above is correct.

Name: _____ **Signature:** _____ **Date:** _____

Position/ Designation: _____

AREA WARD REPRESENTATIVE COMMENTS

I certify that the information given is correct

Name: _____ Signature: _____ Date: _____
(Official stamp)

FOR: RELIGIOUS LEADER

Comment on the family/parent status

I certify that the information given is correct

Name: _____ Signature: _____ Date: _____
(Official stamp)

Position _____

PART C: INFORMATION ABOUT FAMILY FINANCIAL STATUS

1. GROSS INCOME IN THE LAST 12 MONTHS – (KSHS)

	Father	Mother	Guardian/ Sponsor
GROSS INCOME			

➤ Gross Income: (This means income from salary, business and farming)

2. APPLICANT’S SIBLINGS IN EDUCATIONAL INSTITUTIONS

SIBLING’S NAME/GUARDIAN’S CHILDREN	NAME OF INSTITUTION	YEAR OF STUDY/CLASS	TOTAL FEES	FEES PAID	OUTSTANDING BALANCE
GRAND TOTAL					

PART D: DECLARATION

1. STUDENT'S DECLARATION

I declare that to the best of my knowledge the information given herein is true

Student's Signature _____ **Date** _____

2. PARENTS/GUARDIAN' DECLARATION

I declare that I have read this form/this form has been read to me and I hereby confirm that the information given herein is true to the best of my knowledge.

Parent's/Guardian's Name

Parent's/Guardian's Signature _____ Date _____

3. 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

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

Note: Applicant to Attach Latest Report Form.

I declare that the above is a student in this school

Head teacher's Name _____ Signature _____

Date and School Stamp _____

**PART E: FOR OFFICIAL USE ONLY BY THE BURSARY
SUB-COMMITTEE**

SCORE:

Approved for Bursary

Not Approved for Bursary
Reasons:

Bursary Awarded Kshs.

Second Schedule (S. 7)

Award of Scores

	Category	Marks
	Family status	
1.	Orphan	12
2.	Vulnerable due to family or social setting	6
3.	Parent or guardian has no means of financial support	4
4.	Single parent	3
	Affirmative action or special circumstances	
1.	Child with disability	12
2.	Child from informal settlement or marginalized area	6
3.	Child with special needs	4
4.	Boy child or girl child	3
	Discipline	
1.	Excellent	10
2.	Very good	5
3.	Good	3
4.	Fair	2
5.	Poor	0
	Academic performance	
1.	Excellent	9
2.	Very good	5
3.	Good	3
4.	Average	2
5.	Below average	1

Dated this.....day of June.....2014

ESTHER NDIRANGU
Executive Committee Member
Education, ICT, Culture and Social Services