

	DEAN OF STUDENT AFFAIRS	
STUDENT WORK-STUDY PROGRAMME APPLICATION FORM	Reference	F-37-11
	Issue/Rev	1/0

All students wishing to be considered for work study program **MUST** fulfill the following conditions:

- a) Must submit a duly filled-in work study application form with all the required documentation attached
- b) Must be an active and full-time student
- c) Must provide evidence of financial difficulty
- d) Must have studied for a period of not less than one semester
- e) Must have a grade B and above in the latest semester results and be involved in co-curricular activities.
- f) Must not have pending units, retakes, repeats or fails.
- g) Must not have violated the rules and regulations governing student conduct at the University or any laws of Kenya.
- h) Must be willing to abide by the conditions of the work study program.
- i) Must be available to work for the duration of at least one complete semester.
- j) Must be recommended by the respective head of faculty/school.
- k) Must provide statements from two referees to establish their financial situation. One of the referees should be a member of the National Government Administration (Provincial Administration) e.g., the local chief, and the other one a priest or Kadhi or former high school principal. The statements should be submitted in sealed envelopes and addressed to the Dean of Students, clearly indicating the full name of the applicant as well as the name and contact details of the referees.
- l) Must not be in the final year of their studies.

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Instruction: This form must be comprehensively filled

PART I: Applicant's Details

Name: _____ Admission No.: _____
 ID. /Passport No.: _____ Programme: _____
 Year of Study: _____ School: _____
 Mobile Phone No. _____ Alternative Phone no: . _____

(Attach a copy of each of the following: student ID, National ID)

PART 2: Applicant's academic performance

a) State your current academic mean grade: _____

(Attach a copy of university provisional result slip/transcript)

PART 3: Applicant's fees Status

Total fees amount for the current academic year: KES. _____

Total amount of fees paid: KES. _____ Fees balance: KES. _____

(Attach a copy of valid University fees statement)

PART 4: Sponsorship Information

Are you a recipient of (Tick appropriately)?

i) HELB Loan: YES NO



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If yes, state amount of funds received: KES. _____

ii) Sponsorship from CDF: YES NO

If yes, state amount of funds received: KES. _____

iii) Funds from other Organizations: YES NO

If yes, indicate Name of the Organization: _____

Amount of funds received from the Organization: KES _____

Have you ever been a beneficiary of the Work-Study and Mentorship Programme? (Tick appropriately):

YES

NO

PART 5: Applicant Family Details

i) Father's full Name: _____

State if father is ALIVE. YES NO

Mobile Phone No (where applicable) _____

Email Address (where applicable) _____

(If Deceased, Attach a copy of Death Certificate or an official notification from your area chief)

ii) Mother's full Names: _____

State if mother is ALIVE. YES NO

Mobile Phone No. _____

Email Address (if applicable)

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(If Deceased, Attach a copy of Death Certificate or an official notification from your area chief)

iii) State your birth position in your family (e.g., first born): _____

Names of Siblings	Indicate the School/College/University they are attending	Who sponsors?

PART 6: Family Income

Parent	Occupation	Annual Gross Income	
Father			
Mother			
Guardian			
Self			

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PART 7: Applicant’s Residence (while at the university) – (tick appropriately)

a) Living with parents? YES NO

If yes, specify the place of residence _____

b) Living with guardian? YES NO

If yes, specify the place of residence _____

If YES in part (b), state Guardian(s) relationship to student (e.g., uncle, aunt, brother, sister etc)

Names: _____ Mobile Phone No. _____

c) Residing in the hostels/rented apartments YES NO

If yes, give details of the hostel/rented residence

c) Is the student the sole household head? YES NO

PART 8: Any other relevant information that would help the panel consider your application:

PART 9: DECLARATION:

I _____ declare that the information I have provided herein is precise, correct and honest. Any false information given will lead to my automatic disqualification.

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Signature: _____ **Date:** _____

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CONSENT FROM APPLICANT:

I hereby authorize Zetech University to record and use my name, phone number and email address, academic documents, for admissions purposes to the University Work Study Program. I also give Zetech University permission to discuss my standing with regard to any aspect of my student life including academic, financial, disciplinary, and student life with my parents, guardian and/or principal financial supporters. This permission is given to facilitate Zetech University process my admission to the work study program. This permission includes communication by regular mail, email, telephone, text and in person. I intend and understand that this permission is granted for the duration of my enrollment or desired enrollment in undertaking work study program.

I agree to Zetech University processing personal data contained in this form or other data which the University may obtain from other people. I agree to the processing of such data for any purposes connected with my admissions to the Work study program or for any legitimate reason. In addition, I agree to Zetech University processing personal data described as sensitive, such processing to be undertaken for any purposes as indicated in the declaration above.

Student Name _____

ID Number _____

Date _____

