

**DEAN OF STUDENT AFFAIRS
INTERNAL MEMO**

FROM: DEAN OF STUDENTS

REF: ZU/17/MEMO/Vol.1/4

TO: ALL STUDENTS

5th AUGUST 2024

SUBJECT: WORK-STUDY PROGRAMME

The Work Study Programme is a student welfare Programme that aims to provide needy students with an opportunity to earn money for their educational needs or upkeep expenses, offer students work experience that will assist them in their eventual entrance into the workforce and increase inclusivity and access to education in line with SDG Goal 4.

This is to inform students interested in applying for the work-study Programme for the September to December 2024 Semester to submit their application on or before **31st August 2024 by 5 pm**. The vacancies are open to undergraduate and diploma students with demonstrated financial need.

Requirements

- a) Must submit a duly filled-in work study application form and attach the required documents
- b) Must be an active and full-time student
- c) Must provide evidence of financial difficulty
- d) Must have studied for not less than one semester
- e) Must have a grade of B and above in your latest semester results and be involved in co-curricular activities
- f) Must not have pending units, 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 at least one complete semester.
- j) Must be recommended by the respective head of faculty/school.
- k) Must provide statements from two referees who know their financial situation well. One of the referees should be a member of the National Government Administration (Provincial administration) e.g., the local chief, a priest, a Kadhi, or a former high school principal. The statements should be in sealed envelopes and addressed to the Dean of Students with the applicant's full name.

NOTE:

A duly completed application form accompanied by a cover letter and all the required attachments should be submitted physically to the Office of Career Services or the Dean of Student Affairs Office.

Thank you



**Elizabeth Muhia
Dean of Students Affairs**

