



**ZETECH
UNIVERSITY**

**DEAN OF STUDENT AFFAIRS
INTERNAL MEMO**

FROM: DEAN OF STUDENTS

REF: ZU/17/MEMO/Vol.1/6

TO: ALL STUDENTS

28TH MARCH, 2025

SUBJECT: WORK STUDY PROGRAMME

This is to inform students interested in the Work Study Programme for the May – August Semester, 2025 to submit their application forms by Friday 2nd May 2025, 4.00 pm.

The Work-Study Programme is a Student Welfare Programme that assists bright and needy students to raise their fees as they work in the university and attend lectures.

Requirements:

- Must be an active, full-time student, in the May-August 2025 Semester
- Must provide evidence of financial difficulty by submitting all Fees statements
- Must have Completed one semester
- Must have a grade B in your latest semester results
- Must not have pending units, repeats, or fails.
- Must not have violated the rules and regulations governing student conduct at the University or any laws of Kenya.
- Must abide by the conditions of the work-study program.
- Must be available to work for at least one complete semester.
- Must be recommended by the respective Head of Department
- 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 e.g the local chief or a priest or Kadhi or your former high school principal. The statements should be in sealed envelopes and addressed to the Dean of Students with applicant's Full Name
- Evidence of having participated in a Co-curricular activity is an added advantage

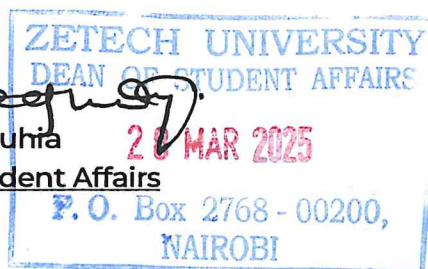
NOTE:

A duly filled application form accompanied by a cover letter and all the required attachments should be submitted in person to the office of career services or the Dean of Students office. Application forms can be downloaded on https://ocs.zetech.ac.ke/Ocs/resources_view or picked from the office of career services, Ruiru Campus, Ground Floor.

Thank you

Elizabeth Muhia


Dean of Student Affairs



Ruiru Campus
Off Thika Road - Ruiru
P.O. Box 2768 00200, Nairobi.

Technology Park - Mang'u
Campus, Off Thika Road
Email: info@zetech.ac.ke

Nairobi City Campus - Pioneer
Building, Moi Avenue
Mobile: 0719034500

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|--|--|--------------------------------------|
|  ZETECH UNIVERSITY <small>Inventing the future</small> | STUDENT AFFAIRS | |
| | STUDENT WORK-STUDY PROGRAMME APPLICATION FORM | Reference: F-37-11 Issue/Rev. 1/1 |

Instruction: This form must be comprehensively filled.

PART I: Applicant's Details

Name: _____ Admission No.: _____
National ID. /Passport No.: _____ Course _____
Year & Semester of Study: _____ Department: _____
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 grade as stated on your latest result slip: _____

(Attach a copy of university latest result slip)

PART 3: Applicant's fees Status

The total semester's fees for which you are applying for the work-study programme: KES. _____

Total amount of fee paid: KES. _____ Fee balance: KES. _____

(Attach a copy of valid University Fee statement)

PART 4: Sponsorship Information

Are you a recipient of *(Tick appropriately)*?

i) HELB Loan: YES ☐ NO ☐

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: _____

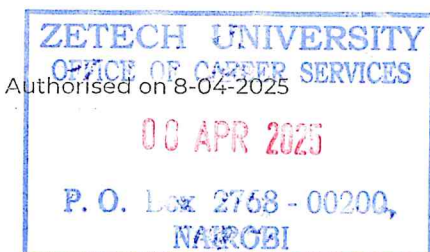
Amount of funds received from the Organization: KES. _____

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

YES ☐

NO ☐

PART 5: Applicant Family Details



Authorised on 8-04-2025

OCS-F-37-11

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) _____

(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): _____

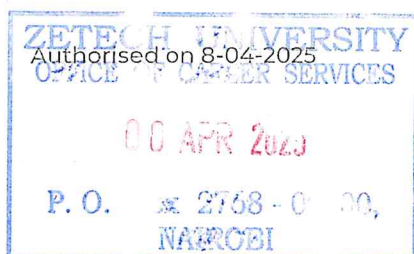
| Names of Siblings | Indicate the School/College/University they are attending | Who pays the school fee? |
|-------------------|---|--------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

PART 6: Family Income

| Parent | Occupation | Annual Gross Income |
|----------|------------|---------------------|
| Father | | |
| Mother | | |
| Guardian | | |
| Self | | |
| | | |

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

a) Living with parents? YES ☐ NO ☐



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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)

Name_____ 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:

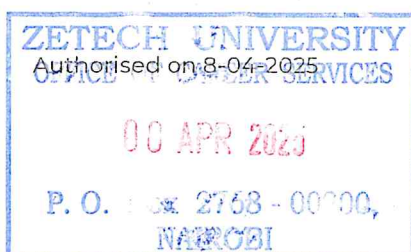
PART 9: DECLARATION:

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

Signature:_____ Date:_____

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.



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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_____

Admission No._____

Date_____

Signature_____

FOR OFFICIAL USE ONLY

Recommendation

Recommended: Yes ☐ No ☐

Comment: _____

Sign _____

Date & Stamp: _____

Chairperson

Work Study programme Committee

