



**DEAN OF STUDENT AFFAIRS
INTERNAL MEMO**

FROM: DEAN OF STUDENTS

REF: ZU/17/MEMO/Vol.1/7

TO: ALL STUDENTS

27th JULY, 2025

SUBJECT: WORK STUDY PROGRAMME

The Work-Study Programme is now accepting applications for the September–December 2025 semester. This programme helps bright, financially needy students cover a portion of their university fees by working within the university while attending their lectures. **Application Deadline: September 2, 2025, at 4:00 PM.**

Eligibility requirements: Applicants MUST fulfil the following criteria:

- Be registered as a full-time student in the Sept-Dec 2025 semester
- Provide evidence of financial difficulty by submitting all fee statements
- Have completed at least one semester
- Have achieved a Grade B or higher in your most recent semester's results
- Have no pending units, repeats, or failed courses
- Not have violated any University rules and regulations governing student conduct or any laws of Kenya.
- Agree to abide by the conditions of the work-study program.
- Be available to work for at least one complete semester.
- Obtain a recommendation from your respective head of department.
- Provide statements from two referees who have personal knowledge of your financial situation. One of the referees should be a member of the National Government administration, such as the local chief and the other a clergy e.g. priest, a Kadhi etc, or your former high school principal. The statements should be in sealed envelopes and addressed to the Dean of Students, including the applicant's full name.

Evidence of having participated in a Co-curricular activity is an added advantage

NOTE:

Submit your duly filled application form, along with a cover letter and all required documents, in person to either 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.



 ZETECH UNIVERSITY <small>Inventing the future</small>	STUDENT AFFAIRS	
	STUDENT WORK-STUDY PROGRAMME APPLICATION FORM	Reference F-37-9 Issue/Rev. 1/1

Instruction: This form must be comprehensively filled.

PART 1: 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 ☐

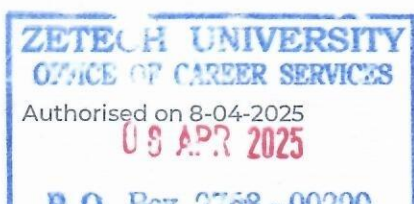
If yes, indicate Name of the Organization: _____

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



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 ☐

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.

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