



**DEAN OF STUDENT AFFAIRS
INTERNAL MEMO**

FROM: DEAN OF STUDENTS

REF: ZU/17/MEMO/Vol.1/9

TO: ALL STUDENTS

27th NOVEMBER 2025

SUBJECT: WORK STUDY PROGRAMME

The Work-Study Programme is now accepting applications for the January–April 2026 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: January 12, 2026, at 4:00 PM.**

Eligibility requirements: Applicants MUST fulfil the following criteria:

- Be registered as a full-time student in the January–April 2026 semester.
- Provide evidence of financial difficulty by submitting all relevant fee statements.
- Have completed at least one semester of study.
- Have achieved a Grade B or higher in the May-August 2025 semester 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 referee should be a member of the National Government administration (e.g., local chief) and the other be a clergy member (e.g., priest, Kadhi) or your former high school principal. The statements should be in sealed envelopes, addressed to the Dean of Students, and should include the applicant's full name.

Evidence of having participated in Co-curricular activities 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.**


Elizabeth Muhia

Dean of Student Affairs

