



UNIVERSITY OF NAIROBI

CIRCULAR

ALL MEMBERS OF STAFF – UON

RE: APPLYING FOR THE STAFF EDUCATION SUPPORT FUND (SESF)

ACADEMIC YEAR 2013/2014

1. (i) Those interested in applying for the above mentioned fund should pay to Income Section Room G4, Kshs.500/= per Application Form.
- (ii) Only permanent confirmed employees of the University of Nairobi are eligible. Do not apply if you do not qualify.
2. (i) The approved maximum number of beneficiaries per family is two (2 only). Where both parents are employees of the University of Nairobi, one parent only should complete the form.
- (ii) You should complete a separate form per child for undergraduate Degree programmes only.
- (iii) Those applying for the first time should include copies of Birth Certificates with names of both parents and letters of admission.
- (iv) Children MUST not be more than 30 years of age at the time of registration for the degree course, and there should be evidence that the child is dependent on the applicant.

- (v) Parents with continuing students should also complete fresh application forms for the academic year in question.
3. You should produce your receipts at Administration Block Room A307 to be issued with application form/s.
 4. The application forms should be completed and returned to the same room A307 not later than 31st December, 2013.
 5. The closing date for applying for the Staff Education Support Fund for the Academic Year 2013/2014 is 31st December 2013 LATE APPLICATIONS WILL NOT BE CONSIDERED.

PROF. HENRY MUTORO

Ag. DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)

- c.c. Vice-Chancellor
Deputy Vice-Chancellor (A&F)
Deputy Vice-Chancellor (RPE)
Deputy Vice-Chancellor (SA)
All Principals
All Deans/Directors
All Chairmen of Departments
All Registrars (Main Campus)
All College Registrars
Managing Directors, UNES
University Website Administrator

NOTICE BOARDS

7th OCTOBER, 2013