

UNIVERSITY OF NAIROBI

DEANS/SENATE SECRETARIAT

STAFF EDUCATION SUPPORT FUND (SESF) **POLICY**

The University Management Board appointed a Committee chaired by Prof. S.K Sinei, then Principal CHS to look at matters related to establishment of a Staff Scholarship Fund.

The Committee submitted its report dated February 2000 to the Vice-Chancellor. The University Senate at a meeting held on 14th October, 2000 considered and approved the Sinei Report.

The Vice Chancellor on 21st December 2000 issued a circular to all members of staff indicating that in "*an endeavour to improve the staff welfare, the Council* " had approved the establishment of the Staff Education Support Fund (SESF) through funds generated from income generating activities.

The Fund Is administered by the Deans Committee. The summary of the Policy relating to the Staff Education Support Fund is as follows:

- (i) Only permanent, confirmed employees of the University of Nairobi are eligible.
- (ii) Form to be completed for only children admitted to an undergraduate programme (Bachelor) at the University of Nairobi.
- (iii) Child for whom form is being completed may be new applicant or continuing student.
- (iv) Must complete a separate form for each child.
- (v) The form should be completed in full as follows:

- (a) New Applicants - all sections
 - (b) Continuing Students – relevant sections
- (vi) A new applicant should attach the following:
- (a) Birth Certificate/Legal Adoption documents
 - (b) Copy of admission letter
- (vii) The approved maximum number of beneficiaries per family is two (2) only. Incases where both parents work for the University, only ONE member of a family can apply.
- (viii) Children must not be more than 30 years of age at the time of registration for the degree course.
- (ix) An already enrolled SESF beneficiary child of staff, who ceases to be a permanent and confirmed employee of the University of Nairobi through death or normal retirement, will continue to benefit until he/she completes the programmes already enrolled in.

The Deans/Senate Secretariat currently manages the Fund. SESF has supported undergraduate children for members of staff in both Regular and Module II programmes.

Incase of any further information, please visit the Deans/Senate Secretariat, room 307,Main Campus Administration Block or get in touch with:

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