

UNIVERSITY OF NAIROBI
DEANS' COMMITTEE

STAFF EDUCATION SUPPORT FUND
APPLICATION FORM – 2022/2023 ACADEMIC YEAR

FORM SERIAL NO.....

OFFICIAL RECEIPT NO.....

REGULAR () MODULE II () (Tick one)

PART I: STAFF DETAILS

NAME:PAYROLL NO:

DESIGNATION:.....

DATE OF APPOINTMENT.....TOTAL YEARS OF SERVICE.....

DEPARTMENT/SECTION:.....

FACULTY.....

OFFICE TEL./VOIP NO.

CELL PHONE..... E-MAIL ADDRESS:

PART II: DETAILS OF STUDENT

NAME OF CHILD.....

DATE OF BIRTH.....

GENDER.....

PART III: DETAILS OF ADMISSION

REGISTRATION NO.	
DEGREE PROGRAMME	
FACULTY	
CURRENT YEAR OF STUDY	
DURATION OF PROGRAMME	
TUITION FEES CHARGED PER YEAR	

PART IV: DETAILS OF PREVIOUS STAFF EDUCATION SUPPORT AWARDED TO THE SAME STUDENT (For subsequent applicants)

	YEAR OF STUDY	ACADEMIC YEAR OF AWARD	AMOUNT RECEIVED
1.			
2.			
3.			
4.			
5.			

PART V: DECLARATION BY STAFF

1. I understand that it is on the basis of the information given that the University will decide whether or not to approve tuition fees award I have applied for.
2. I understand that the University reserves the right to approve tuition fees award & amount.
3. I certify/confirm that the information on this form is correct.
4. I understand that giving false information will automatically lead to disqualification and payment of the fees hitherto awarded.

Applicant's signatureDate

PART VI: ENDORSEMENT BY HEAD OF DEPARTMENT:

1. I endorse that the applicant is a member of staff in my Department/
Faculty/Division/Section on permanent terms of service.

Signature Date

.....
DESIGNATION

PART VI: FOR OFFICIAL USE ONLY: SESF COMMITTEE

1. Application for award approved/Not approved

SignatureDate

Remarks

CHAIRMAN - Staff Education Support Fund Committee

2. Total amount awarded for Year 2022/2023 Academic Year Kshs.....

Date

NOTE:

Documents to be attached to this form:

- a) Application Fees Receipt
- b) Birth Certificate/Proof of Legal Adoption– 1st Time application
- c) Copy of Admission Letter – 1st Time application