

# NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

## KABONDO KASIPUL CONSTITUENCY



### Bursary Application Form

Serial No.

### College and University

NAME OF STUDENT

DATE RETURNED

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#### GUIDELINES FOR THE APPLICANTS

1. This application form is issued FREE of charge by KABONDO KASIPUL NGCDF OFFICE. It is meant for students IN/JOINING. **(1)** public universities (in the regular and parallel programmes and **(2)** other post-secondary public colleges) e.g. colleges of science and technology as well as teachers' training colleges.
2. All applicants must provide the details required. Incomplete loan forms will not be processed, for example, where documentary evidence is required but not provided. The information provided must be correct and any student or person filling this loan form who knowingly makes false statements orally or in writing is liable of prosecution
3. Please note that all information provided will be cross – checked (by the NGCDF Secretariat) with other information from the relevant official/ public sources: The NGCDF office will ensure that only deserving cases will be assisted.

**Fill in the required information in the spaces provided.**

**Total Fees (Annual):** \_\_\_\_\_ **Paid/Able to raise:** \_\_\_\_\_ **Balance** \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Received by \_\_\_\_\_ **Serial No.** \_\_\_\_\_

Signature \_\_\_\_\_ **Date** \_\_\_\_\_

#### PART A: PERSONAL DETAILS OF STUDENT

1. Name of the Student: \_\_\_\_\_ Reg./Adm No. \_\_\_\_\_
2. ID NO. (Where applicable) \_\_\_\_\_
3. Permanent Home Address \_\_\_\_\_
4. Sex: A. Male  B. Female  5. Marital Status: A. Married  B. Single
5. Date of Birth (DD/MM/YY): \_\_\_\_\_
6. Place of birth (or Residence)  
DISTRICT \_\_\_\_\_ DIVISION \_\_\_\_\_  
WARD \_\_\_\_\_ LOCATION \_\_\_\_\_  
SUB – LOCATION \_\_\_\_\_ VILLAGE /ESTATE /UNIT \_\_\_\_\_  
PARENT / GUARDIAN \_\_\_\_\_  
ID No. \_\_\_\_\_ VOTERS CARDS (Students /Parent/Guardian) \_\_\_\_\_  
Contact: (Mobile) Self/ Parent's/Guardian's \_\_\_\_\_

**PART B: PERSONAL DETAILS OF THE FATHER/MOTHER/GUARDIAN**

This section should also apply for applicants who are under the care of a guardian.

- 7. Are both your parents alive? 1. Yes. \_\_\_ 2. No \_\_\_ [if one or both parents are deceased, attach death certificate(s)].
- 8. Who takes care of your school fees? A. Father B. Mother B. Guardian
- 9. Name of the Father/ Guardian: \_\_\_\_\_ Occupation: \_\_\_\_\_
- 10. Name of the Mother: \_\_\_\_\_ Occupation: \_\_\_\_\_
- 11. Permanent Address of the Parents/Guardian: \_\_\_\_\_

**PART C: FAMILY TYPES AND SIZE**

- 12. Describe the type of your family: (1) Parents living together (2) Parents have separated (3) Parents have divorced (4) I am a child of a single parent (5) other (specify) \_\_\_\_\_
- 13. How big is your family? 1. Number of brothers \_\_\_\_\_ 2. Number of sisters \_\_\_\_\_

**PART D: INFORMATION ABOUT YOUR SCHOOL/ COLLEGE /UNIVERSITY**

- 14. Name of your College/University: \_\_\_\_\_
- 15. Full address of the School/ college: \_\_\_\_\_ Tel. \_\_\_\_\_
- 16. Current class/year of study: \_\_\_\_\_ (Attach your result slip/ report form or any other document to confirm your student status).
- 17. Total fees for the year: Kshs \_\_\_\_\_ (Attach a fee statement showing the total fee due for the year).
- 18. Total outstanding (current) fees balance: Kshs \_\_\_\_\_ (Attached supporting statement from the school duly signed and stamped by the school authority (Registrar/ Bursar).
- 19. Have you ever applied for bursary before? Yes ..... No ..... (Tick one)
- 20. Have you ever benefited before? Yes ..... No ..... (Tick one)  
 If Yes, (in 20 above) indicate the year and amount allocated. Year ..... Amount .....  
 Year ..... Amount ..... Year ..... Amount ..... Year ..... Amount .....

**PART E. APPLICANTS SIBLINGS IN SCHOOL / INSTITUTION.**

Names	Relationship	School / Institution	Year or Class	Total Fees	Outstanding Balance
<b>GRAND TOTAL</b>					

**PART F: INFORMATION ABOUT FAMILY FINANCIAL STATUS.**

1. GROSS INCOME IN THE LAST 12 MONTHS (KSHS)

Gross Income (*this means income from salary, business or farming*)

	Father	Mother	Husband	Wife	Guardian / Sponsor
GROSS INCOME					

**PART G: RECOMMENDATION:**

a) **Area Chief / Assistant Chief/Religious Leader** - Comment on the student /family/ parent status.

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**Assessment of the applicant:** 1. Very needy 2. Needy 3. Not Needy

*I declare that I know the contents of this application form and hereby confirm that the information herein is true to the best of my knowledge*

\_\_\_\_\_

**Name** **Signature** **Date & Official Stamp.**

**PART H: DECLARATIONS**

1. **Applicant's declaration:** *I declare that the information given herein is true to the best of my knowledge and I am willing and available to verify it if need be.*

Applicant's full Name: \_\_\_\_\_

Adm. / Reg. No: \_\_\_\_\_ ID No.: \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

2. **Parent / Guardian Declaration** *I declare that I have read this form/ this form has been read to me and I hereby confirm that the information given is true to the best of my knowledge.*

\_\_\_\_\_

**Name (Parent /Guardian)** **Signature** **Date.**

**PART I: FOR OFFICIAL USE BY THE BURSARY COMMITTEE**

Recommended /Not Recommended for Bursary

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bursary award: Kshs.** \_\_\_\_\_ **Score**

**Officials**

Name	Designation	Signature
1.		
2.		
3.		
4.		

\_\_\_\_\_