

Serial No.

F.Y. 2024/2025

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND



KABONDO KASIPUL CONSTITUENCY

Bursary Application Form

College and University

DATE OF COLLECTION

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. Documents to be attached: Current fees structure, Admission letter, copy of Students ID, Copy of Parent's National ID card, Copy of Parent's Voters card and Parent(s) death certificate or burial permit (Orphans)
3. All applicants must provide the details required. Incomplete loan forms will not be processed, for example, where documentary evidence is required but not provided.
4. 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 (Annually): _____ Paid/Able to raise: _____ Amount Applied: _____

FOR OFFICIAL USE ONLY: Received by _____ Serial No. _____
Signature _____ Date _____

PART A: PERSONAL DETAILS OF STUDENT

1. Name of Student: _____ ID No. _____
2. Name of Institution _____
3. Student Reg. No. _____ Contact (Mobile) _____
4. Gender: A. Male B. Female Marital Status: A. Married B. Single
5. Level of Education (Cert./Dip./Degree) _____ Expected Year of Completion _____
DISTRICT _____ SUB LOCATION _____ LOCATION _____
DIVISION _____ WARD _____
VILLAGE /ESTATE /UNIT _____ PARENT / GUARDIAN _____

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

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

- 1. Are both your parents alive? 1. Yes. ___ 2. No ___ [f one or both parents are deceased, attach death certificate(s)].
- 2. Who takes care of your school fees? A. Father B. Mother B. Guardian
- 3. Name of the Father/ Guardian: _____ Occupation: _____
- 4. Name of the Mother: _____ Occupation: _____
- 5. Permanent Address of the Parents/Guardian: _____

PART C: FAMILY TYPES AND SIZE

- 1. 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) _____
- 2. How big is your family? 1. Number of brothers _____ 2. Number of sisters _____

PART D: INFORMATION ABOUT YOUR SCHOOL/ COLLEGE /UNIVERSITY

(To be filled by the Dean of Faculty/Departmental Head)

- (i) Name of your college/university.....
- (ii) Full Address of the college/university.....
- (iii) Year of Study.....
- (iv) Has the student been receiving assistance and/or bursary support from elsewhere?
Yes.....No.....

If yes give details.....

Principal/Dean of Students Full Name.....

Signature.....Date.....Official Stamp.....

(Institutions Finance Officer/Accountant to verify)

- (i) Annual fees payable Kshs.....Last Semester’s/Term’s fees balance.....
- (ii) This Semester’s/Term fees.....Next Semester’s/Term fees.....
- (iii) Loan from HELB.....
- (iv) How would you classify the applicant (Tick One) Deserving () Very Deserving ()

Remarks.....

Full Names.....Signature.....

Date & Official Stamp.....

PART E. APPLICANTS SIBLINGS IN SCHOOL / INSTITUTION.

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

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 ONLY BY KABONDO KASIPUL NG-CDF BURSARY COMMITTEE

Following the Bursary Committee meeting held on _____
the applicant’s requestfor Bursary is hereby recommended / not recommended.

If not recommended give reasons:

Bursary award: Kshs. _____ **Score**

Chairman’s Name _____ Sign _____ Date _____

Secretary’s Name _____ Sign _____ Date _____

Any Committee member’s Name _____ Sign _____ Date _____