LEGAL NOTICE NO. 1

THE LAIKIPIA COUNTY EDUCATION BURSARY FUND ACT, 2014

IN EXERCISE of the powers conferred by section 22 of the Laikipia County Education Bursary Fund Act, 2014, the Executive Member responsible for Education, makes the following Regulations—

THE LAIKIPIA COUNTY EDUCATION BURSARY FUND REGULATIONS, 2014

PART I—PRELIMINARY

1. These Regulations may be cited as the Laikipia County Education Bursary Fund Regulations, 2014 and shall come into operation on the date of publication in the Gazette.

2. In these Regulations, unless the context Requires—

"Executive Member" means the County Executive Committee Member responsible for Education;

"Department" means the County Department responsible for education as established by the County Executive Committee;

"Fund" has the same meaning assigned under the Act;

"the Act" means the Laikipia County Education Bursary Fund Act, 2014;

"Ward Committee" has the same meaning assigned under the Act.

PART II—BURSARY APPLICATIONS AND DISBURSEMENTS

3. (1) A person wishing to receive education bursary, grant or scholarship under the Act shall apply to the Department through the Ward Committee.

(2) An application for education, bursary, grant or scholarship under sub Regulation (1) shall be in the application form specified in the First Schedule.

(3) An application under this Regulation shall be accompanied by the following documentation—

(a) any documentation that in the opinion of the Ward Committee proves that the applicant resides in the Ward;

(b) a letter of admission to secondary school in the case of a new applicant joining Form 1;

(c) a declaration from the head teacher of the school that an applicant is attending in the case of continuing students; and

(d) such other documentation as the Executive Member may require.
(4) An application under this Regulation shall be submitted to the Ward Committee.

(5) The Ward Committee shall review the application as provided under the Act.

(6) An application that is not complete shall be rejected on that account but the Ward Committee shall require the applicant to provide the required information within the time as the Ward Committee may require.

4. The Ward Committee shall consider and verify the following information while reviewing an application under Regulation 3—

(a) whether the applicant resides in the respective Ward;

(b) whether the information provided and supportive documentation is correct and complete; and

(c) whether the applicant meets the conditions set out in the Act and these Regulations.

5. In each financial year, the Executive Member shall issue Award of bursary guidelines stipulating the minimum amounts that may be awarded to an applicant in respect to the type or level of school the applicant is attending, classified as—

(a) national school;
(b) County school;
(c) Sub-County school or district school as the case may be;
(d) day school;
(e) special secondary school; and
(f) special primary school.

6. The Ward Committee shall, while applying the criteria specified under section 15 of the Act, award the scores as provided under the Second Schedule.

7. (1) Where a person is granted bursary on the basis of false or incorrect information or misrepresentation, the person shall—

(a) refund the money awarded to the County Government; and

(b) not be eligible for any other bursary award by the County Government.

(2) Where the Executive Member or the Ward Committee becomes aware of the circumstances stipulated under sub—Regulation (1) before the person has utilized the bursary award, the Executive Member shall issue a notice of cancellation of the bursary to the school or institution where the money was paid and may—

(a) instruct the relevant school or institution to refund the money to the County Government; or

(b) in consultation with the Ward Committee re allocate the money to another student who is eligible under the Act and had applied for bursary under the Act and did not receive an award or the required full amount for the reason for limited available money under the Fund.
8. (1) The Executive Member may establish a scholarship scheme for person eligible under the Act.

(2) The scholarship may meet the annual tuition and costs related to a beneficiaries needs such as school uniform, administrative costs payable to a school, transport to and from school and personal effects, for the remaining period of study by the applicant.

9. In addition to the criteria for qualification for bursary under section 12 and 15 of the Act, the Ward Committee shall consider—

(a) possibility of the circumstances of the applicant changing to the extent that the applicant will be ineligible for grant of bursary;

(b) the access to other bursary grants provided by public or private sector; and

(c) the availability of money under the Fund for the purposes of granting scholarship scheme.

10. (1) A person who is eligible for bursary under the Act may apply to the Ward Committee for admission to the scholarship scheme under the Act.

(2) An application for scholarship under this Regulation shall be in the application form specified under First Schedule.

(3) The Ward Committee shall review the application and may—

(a) reject the application; or

(b) recommend to the Executive Member that the applicant be admitted to the scholarship program.

(4) The Executive Member shall upon receiving the recommendation under sub Regulation (3) review the application and where satisfied that the applicant meets the requirements, admit the person to the scholarship scheme.

11. The Executive Member shall discontinue a person from the scholarship scheme where—

(a) admission to the scheme was obtained through fraud, false information or misrepresentation;

(b) the applicant completes the studies for which the scholarship was awarded;

(c) the applicant ceases to be a student for reasons other than medical grounds or as specified under paragraph (a); and

(d) the applicant applies or is granted for bursary or scholarship support from any other source after the applicant has been admitted to the scholarship under the Act.

12. The Executive Member shall maintain the data base of all applicants under the Act.

13. The term of the Ward Committee shall expire as specified under section 6 (6) of the Act, but the members shall remain in office until a new Ward Committee is constituted.

PART III—NOMINATION OF WARD COMMITTEE MEMBERS

14. (1) The Executive Member shall, within seven days upon the Nomination of Ward
coming into force of these Regulations issue a notice to the respective organizations specified under section 6 (2) (d), (e), (f), (g) and (h) of the Act, requiring them to register with the Department for the purposes of nominating persons for appointment to the stipulated positions.

(2) The Executive Member shall within fourteen days issue the notice under sub Regulation (1) upon the expiration of the term of the Ward Committee in accordance with Regulation 13.

(3) An organization wishing to nominate persons under sub-Regulation (1) shall register with the Department within fourteen days from the date of the notice issued therein.

(4) To qualify for nominating members under sub-Regulation (1), an organization must—
   (a) be registered entity under the respective laws;
   (b) be registered with the Department;
   (c) have not less than 9 active members save for a non-governmental organization;
   (d) be active for a period of not less than twelve months prior to the date of the notice;
   (e) in addition to paragraph (a), be registered—
      (i) in the case of non governmental organizations with the Non Government Organization Council;
      (ii) in the case of youth organizations, with the National Youth Council; and
      (iii) in the case of organizations for persons with disabilities, with the National Commission for persons with disabilities; and
   (f) meet any other requirement as the Executive Member may require.

(5) Each organization described under sub-Regulation (1) shall nominate one person who qualifies to be appointed as provided under the Act and shall submit the name to the Executive Member.

(6) The Executive Member shall, upon issuing the notice under this Regulation, convene the first meeting of the forum of organizations for each category specified under sub Regulation (1) within twenty-one days upon the expiry of the period stipulated under sub Regulation (3).

(7) The forum convened under sub Regulation (6) shall only be attended by the persons nominated under sub Regulation (5).

(8) The forum convened under sub Regulation (7) shall nominate three persons for appointment to the Ward Committee as provided for under the Act.

(9) The Executive Member shall appoint the persons nominated under sub Regulation (8) as provided under section 6 (2) (d), (e), (f), (g) and (h) of the Act.
LAIKIPA COUNTY EDUCATION BURSARY APPLICATION FORM

PART A

1. Name ...........................................................................................................................

2. Sub-county ...................................... Ward ........................................ Village ........ Year ............

3. Family status
   (a) Orphan ....................................................................................................................
   (b) Single parent ..................................................................... : .................................. :

STUDENT PERSONAL DETAILS

1. Full Name __________________ __________________

2. Sex Male ( ) Female ( )

3. Date of Birth Adm No. Class

4. Name of School Year

For those students joining Form 1: Please attach Joining Instructions
   (a) School Admitted:
      i. National ..............................................................................................................
      ii. County .............................................................................................................
      iii. Sub-county/district  ........................................................................................
      iv. Day school ....................................................................................................

For students either joining Form 1 or continuing in Form 2, 3 or 4

<table>
<thead>
<tr>
<th>Total Fees</th>
<th>Paid/Able to Raise</th>
<th>Outstanding Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>KSh.</td>
<td>KSh.</td>
<td>KSh.</td>
</tr>
</tbody>
</table>
PART B

FAMILY INFORMATION

1. Tick appropriately

- Both parents alive
- Single parent
- One parent dead
- Both parents dead
- Any disability

(Attach support e.g. death certificate, letter explaining disability or other disadvantage/circumstances from chief, religious leader, prominent reference)

2. Parents/Guardian’s Name

3. How many Brothers and Sisters do you have?

4. How many children does the guardian have?

5. How many are working/in business/farming?

6. How many are in secondary school?

7. How many are in Post-secondary institution?
If an orphan, who has been paying for your education? (Tick)
(for continuing students)
Guardian _______ Sponsor/Well Wishers _______ Any Other (Specify) _______

Have you ever benefited from the Constituency Bursary Fund or any other Donor?
Yes _______ No _______

If yes, state the Amount
KSh. _______

OTHER: AREA CHIEF/ASSISTANT CHIEF
Comment on the status of the family/parent

I certify that the information given above is correct.
Name: _______ Signature: _______ Date: _______

Position/Designation: _______

AREA WARD REPRESENTATIVE COMMENTS

I certify that the information given is correct
Name: _______ Signature: _______ Date: _______
(Official stamp)
Laikipia County Subsidiary Legislation, 2014

FOR: RELIGIOUS LEADER
Comment on the family/parent status

I certify that the information given is correct

Name: __________________________________________ Signature: _______________ Date: _______________
(Official stamp)

Position ____________________________________________

PART C
INFORMATION ABOUT FAMILY FINANCIAL STATUS

1. GROSS INCOME IN THE LAST 12 MONTHS – (KShs)

<table>
<thead>
<tr>
<th></th>
<th>Father</th>
<th>Mother</th>
<th>Guardian/ Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS INCOME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

▸ Gross Income: (This means income from salary, business and farming)

2. APPLICANT'S SIBLINGS IN EDUCATIONAL INSTITUTIONS

<table>
<thead>
<tr>
<th>SIBLING'S NAME/GUARDIAN'S CHILDREN</th>
<th>NAME OF INSTITUTION</th>
<th>YEAR OF STUDY/CLASS</th>
<th>TOTAL FEES</th>
<th>FEES PAID</th>
<th>OUTSTANDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART D
DECLARATION

1. STUDENT'S DECLARATION

I declare that to the best of my knowledge the information given herein is true:

Student’s Signature _______________ Date _______________

2. PARENTS/GUARDIAN'S DECLARATION

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

Parent’s/Guardian’s Name ____________________________________________

Parent’s/Guardian’s Signature ________________________________ Date _______________

3. SCHOOL VERIFICATION

(a) For Continuing Students

Year _______________

Position in Class/Form Term I [ ] Term II [ ] Term III [ ]

Students Discipline (tick one option only)

Excellent [ ] V. Good [ ] Good [ ] Fair [ ] Poor [ ]

Head Teacher’s brief comments on the student’s level of need, discipline and academic performance.

_________________________________________________________________
_________________________________________________________________

Note: Applicant to Attach Latest Report Form.
I declare that the above is a student in this school

Head Teacher’s Name __________________________ Signature ______________

Date and School Stamp _______________________________________________

_______________________________

PART E
FOR OFFICIAL USE ONLY BY THE BURSARY SUB-COMMITTEE

SCORE: __________________________

[ ] Approved for Bursary [ ] Not Approved for Bursary

Reasons: ____________________________________________

Bursary Awarded KSh. __________________________
Laikipia County Subsidiary Legislation, 2014

SECOND SCHEDULE (R. 7)

AWARD OF SCORES

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO.</td>
<td>CATEGORY</td>
</tr>
<tr>
<td>1.</td>
<td>ORPHANHOOD &amp; VULNERABILITY</td>
</tr>
<tr>
<td></td>
<td>Double</td>
</tr>
<tr>
<td></td>
<td>Single</td>
</tr>
<tr>
<td></td>
<td>Vulnerable</td>
</tr>
<tr>
<td>2.</td>
<td>FEES ARREARS</td>
</tr>
<tr>
<td></td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>(20,000—30,000) &amp; (10,000—15,000)</td>
</tr>
<tr>
<td></td>
<td>(10,000—20,000) &amp; (5000—10,000)</td>
</tr>
<tr>
<td></td>
<td>(Below—10,000) &amp; (Below 5000)</td>
</tr>
<tr>
<td>3.</td>
<td>SCHOOL ABSENTEISM</td>
</tr>
<tr>
<td></td>
<td>1 WEEK</td>
</tr>
<tr>
<td></td>
<td>2 Weeks</td>
</tr>
<tr>
<td></td>
<td>More than 2 weeks</td>
</tr>
<tr>
<td>4.</td>
<td>REASON FOR ABSENTEISM</td>
</tr>
<tr>
<td></td>
<td>Lack of fees</td>
</tr>
<tr>
<td></td>
<td>Others</td>
</tr>
<tr>
<td>5.</td>
<td>OCCUPATION OF PARENTS/GUARDIAN</td>
</tr>
<tr>
<td></td>
<td>Father or mother employed</td>
</tr>
<tr>
<td></td>
<td>Father or mother unemployed</td>
</tr>
<tr>
<td></td>
<td>Guardian employed</td>
</tr>
<tr>
<td></td>
<td>Guardian unemployed</td>
</tr>
<tr>
<td>6.</td>
<td>STUDENTS PERFORMANCE</td>
</tr>
<tr>
<td></td>
<td>Grade B and above</td>
</tr>
<tr>
<td></td>
<td>Grade C and above</td>
</tr>
<tr>
<td></td>
<td>C and below</td>
</tr>
<tr>
<td>7.</td>
<td>CLASS (FORM)</td>
</tr>
<tr>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td></td>
<td>Form 3 &amp; 4</td>
</tr>
<tr>
<td></td>
<td>Form 1 &amp; 2</td>
</tr>
<tr>
<td>8.</td>
<td>BENEFITTING FROM OTHER BURSARY</td>
</tr>
<tr>
<td></td>
<td>Not benefiting</td>
</tr>
<tr>
<td></td>
<td>Benefiting</td>
</tr>
<tr>
<td></td>
<td>TOTAL SCORE</td>
</tr>
</tbody>
</table>

Dated the 30th September, 2014.

ANN CHEPTOO CHUMO,
County Executive Committee Member
for Education, Gender, Youth, Sports and ICT.