STUDENTS' BURSARIES AND AWARDS POLICY

Version	Rev. 0.0
Short description	Students' Bursaries and Awards Policy
Relevant to	Staff and Stakeholders
Approved by	University Council
Responsible Officer	Deputy Principal (Academic and Students Affairs)
Responsible Office	Office of the Dean of Students
Related University Documents	University Charter, Statutes, Kerio Valley University College, Bursaries and Awards Policy, Rules and Regulations Governing the Conduct and Discipline of the Students of Kerio Valley University College
Related legislation	The Constitution of Kenya (2010)
Key words	Bursary and Awards

September, 2026

APPROVAL

The Kerio Valley University College having been awarded its Charter on 18th June 2026 set itself on a growth path guided by its vision of "To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation". At its foundation, the University is being guided by the 2024 to 2029 strategic plan. The University developed and approved several policies which have guided decisions of the different organs of the University in order to achieve rational outcomes geared towards its growth. This Students' Bursaries and Awards Policy is one of the many policies that the University is rolling out in addition to the initial policies.

My special thanks go to all those who put in their time, effort and skills to develop this Policy. By virtue of the authority vested in me as the Chairman of Council of the Kerio Valley University College, I hereby sign this Students' Bursaries and Awards Policy this ____ day of _____, 2026.

CHAIRMAN OF COUNCIL

FOREWORD

The Kerio Valley University College is one of the public Universities in Kenya chartered in 2026. Prudent management of institutions such as this requires guiding instruments in its operations. Among such important governance instruments are policies. The University has therefore set out to develop relevant policies to guide its operations, among them is the Students' Bursaries and Awards policy. This Policy therefore provides a general framework through which the University can identify bright and needy students for support. While this may not be adequate for all deserving cases, it is a worthy contribution towards the Government's Policy of ensuring access to education. This also affirms the University's commitment to working with well-wishers in supporting bright and needy students. I would like to encourage the University community and other stakeholders to support this worthy course.

Prof. Paul K. Tarus

Ph.D, M.Sc, B.Ed (Kenyatta)

PRINCIPAL

PREAMBLE

The Bursary and Awards Program has been established to assist students who are financially challenged but with outstanding academic performance. The Students' Bursaries and Awards are administered and managed by the Kerio Valley University College Students' Bursaries and Awards Committee (KVUCBAC) in consultation with the University Management Board. KVUCBAC has the responsibility to facilitate fair and equitable distribution of bursaries and awards across the University and in line with the vision, mission and core values of the University. The Policy shall be used to identify and evaluate bona-fide students of Kerio Valley University College for consideration for distribution of available bursaries and for the presentation of awards as they may deserve and qualify. Implementation of the Policy will ensure that needy students complete their studies successfully and those with exemplary performance are rewarded appropriately. The University has set up an endowment fund through which bursaries and awards would be drawn from. In addition, the University shall source for such bursaries and/or awards from external organizations and partners or even individuals who are willing to sponsor. The funds or any other resources purposed for this programme shall be subject to regular audits like any other public resources as managed by the University.

TABLE OF CONTENTS

STUDENTS' BURSARIES AND AWARDS POLICY i

APPROVAL ii

FOREWORD iii

PREAMBLE iv

TABLE OF CONTENTS v

POLICY STATEMENT vi

SCOPE vi

DEFINITION OF TERMS vi

1. BACKGROUND 1

2. VISION, MISION AND CORE VALUES 1

Vision 1

Mission 1

Core Values 1

3. POLICY OBJECTIVES 2

4. POLICY 2

4.1 Policy Guidelines 2

(a) Identification of the beneficiaries for awards and bursaries will be on competitive, fair and equitable basis. 2

4.2 Bursaries 3

4.3 Awards 3

5. SELECTION CRITERIA 4

6. IMPLEMENTATION 4

7. EFFECTIVE DATE 4

8. REVIEW 4

APPENDICES 5

APPENDIX 1: BURSARIES AND AWARDS COMMITTEE 5

APPENDIX 2: SUMMARY OF BURSARIES AND AWARDS PROCESS 6

APPENDIX 3: KERIO VALLEY UNIVERSITY COLLEGE BURSARY AND AWARD FUND APPLICATION FORM 7

APPENDIX 4: CRITERIA FOR BURSARIES AND AWARDS GRANTS 9

APPENDIX 5: RISK MATRIX FOR BURSARIES AND AWARDS 1

PURPOSE

The aim of the Students' Bursaries and Awards Policy is to provide guidelines on selection of prospective beneficiaries of this programme, distribution of the funds and presentation of awards to bona-fide students of Kerio Valley University College in compliance with the Constitution of Kenya (2010), Article 43 (f) which states that 'every person has a right to education', and in fulfilling the University's philosophy that states that 'every student can learn and succeed in a supportive environment'.

POLICY STATEMENT

The University recognizes the need for students to proceed with their studies with minimal interruption hence the need to ensure that available bursaries and awards are fairly and equitably distributed to deserving students.

SCOPE

This Policy applies to all bona-fide students of Kerio Valley University College except International Students. The policy shall cover the process of creating, evaluating, awarding and administering bursaries and awards to the said students.

DEFINITION OF TERMS

Award:	Is a token or reward given in recognition of a student's achievement either in academic, extra-curricular activities, volunteer work and community service or in any other extra-ordinary achievements found to meet the threshold as determined by KVUCBAC.
Bursary:	Financial support provided to the University and channeled through the Dean of Students' Office and disbursed based on proven financial need of students as assessed by the University Bursaries and Awards Committee.
Donor:	An individual, group, foundation or corporation that donates money or other awards in accordance with the University Bursaries and Awards Committee objectives.
External organizations:	These are established foundations whose objective is to support students at tertiary levels of education.
Funder:	A source or supplier of money to provide financial assistance to university students.
Nominator:	An individual who nominates a student for an award e.g best Mathematics student, etc.
Privately Funded Student Aid:	Financial support that shall be provided to a student based on various eligibility requirements. This money is donated to the University or

	provided through external organization or sponsors.
Sponsors:	Individuals or institutions that select their own recipients and funds their education in part or in full at Kerio Valley University College.
Kerio Valley University College Bursaries & Awards Committee (KVUCBAC):	The University committee that administers scholarships, bursaries and awards. KVUCBAC also provides guidance and financial advice and information to students in liaison with various University organs, external organizations and sponsors (for composition of committee members see Appendix 1).

1. BACKGROUND

The Kerio Valley University College is one of the public universities in Kenya. A number of the University's student population come from challenged socio-economic backgrounds with persistent challenges related to fees and upkeep. This Policy document sets out guidelines on how the University shall create and manage a bursaries and awards kitty, evaluate, select and allocate to needy students to benefit from these funds/resources.

2. VISION, MISION AND CORE VALUES

Vision

To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation.

Mission

To provide quality education, training and research in Education, Science, Agriculture, Arts and Technology and inculcate holistic values for societal development.

Core Values

At Kerio Valley University College, we are committed to:

a) Customer focus

b) Professionalism

c) Innovation

d) Integrity

e) Inclusiveness

f) Accountability

3. POLICY OBJECTIVES

(a) To provide a clear guideline of the obligations of the University to administer the bursaries and awards.

(b) To define the process of creating, evaluating, awarding and administering bursaries and awards to the students.

(c) Outline student requirements and responsibilities in the bursary and awards programme.

4. POLICY

4.1 Policy Guidelines

(a) Identification of the beneficiaries for awards and bursaries will be on competitive, fair and equitable basis.

(b) Students to be considered for bursaries and awards should be financially needy but disciplined.

(c) The University will advertise the available bursaries and awards along with eligibility requirements.

(d) Interested students must apply for the bursaries and awards available using the prescribed form.

(e) The selection of the recipients will be determined by the Bursaries and Awards Committee (KVUCBAC) based on the established criteria.

(f) The school and/or department of the applicants will be consulted to determine the most suitable candidate for bursary and award programme.

(g) No student will benefit from bursary and award simultaneously per year to give a chance to more students.

4.2 Bursaries

(a) The University will source for bursary funds from funders and donors from organizations of good will.

(b) Bursary allocation criteria is established in a formal agreement between the University and the donor/funder in consultation with the University Bursaries and Awards Committee.

(c) Bona-fide students may apply and/or be nominated for a bursary by departments, schools or donor through the Dean of Students Office.

(d) The selection of the recipient is determined by the Bursaries and Awards Committee based on the established criteria.

(e) There is room for appeal if not considered. Bursary appeals will be reviewed after all regular applications have been considered. The student's appeal letter should explain the special circumstances and all documentation to support the student's appeal must be provided before the appeal is considered. All appeals will be reviewed and considered by the KVUCBAC on a case by case basis subject to availability of funds.

4.3 Awards

(a) Awards criteria is established in a formal agreement between the Dean of Students' Office in consultation with the Bursaries and Awards Committee and approved by the University Management Board (UMB). Bona-fide students may apply and/or be nominated for an award by departments and schools through the Dean of Students Office.

(b) The selection process is administered by Bursaries and Awards Committee based on the established criteria taking into consideration gender balance and affirmative action.

5. SELECTION CRITERIA

The criteria for selection of the beneficiaries of the bursaries and awards programme will include but not limited to an assessment of the following characteristics:

(a) Place of residence;

(b) Previous financial assistance;

(c) Person with disability (PWD);

(d) Parents (alive or deceased);

(e) Parents' age group;

(f) Number of siblings and learning institutions;

(g) HELB beneficiary and how much;

(h) Any other bursary or award fund benefitting from;

(i) History of academic performance of applicant; and

(j) History of disciplinary case/cases.

6. IMPLEMENTATION

(a) Advertisement, selection and distribution of available bursaries and awards shall be done in a fair and equitable manner though the established Committee.

(b) The University endowment fund will support bursaries and awards programme. The University will also source for bursaries and awards from external organizations and other well-wishers.

(c) The KVUCBAC shall develop a monitoring and evaluation tool for the bursaries and awards programme to ensure that the objectives of this Policy are achieved.

7. EFFECTIVE DATE

This Policy shall be effective from the date approved by the University Council.

8. REVIEW

This policy shall be reviewed after a full-cycle of the longest academic programme which, for the time being, is five (5) years.

APPENDICES

APPENDIX 1: BURSARIES AND AWARDS COMMITTEE

1. Chairperson – Appointed by the Principal
2. Registrar Academics
3. Finance Officer
4. Dean of Students – Secretariat
5. Directorate of resource mobilization
6. Two (2) senate members – Elected by Senate
7. University Chaplain
8. Chair of Wardens
9. Student Council representatives – (Chairman and Treasurer)

APPENDIX 2: SUMMARY OF BURSARIES AND AWARDS PROCESS

Action	Responsibility
Use of application forms capturing eligibility criteria and selection	DoS office, KVUCBAC
Advertisement of available bursaries and awards on public University notice boards, social media and University website.	DoS, KVUCBAC, ICT
Selection of recipients according to the established criteria	KVUCBAC
Notification of recipients of the awards and their respective departments and schools where necessary on notice boards, student portals, University website	DoS, KVUCBAC, ICT
Coordination of the distribution of the funds to the recipients	DoS, Finance
Keep a record of all scholarships, bursaries and awards and update from time to time.	DoS, KVUCBAC
File annual reports of bursaries and awards and submit to the University and donors/sponsors	DoS, KVUCBAC

APPENDIX 3: KERIO VALLEY UNIVERSITY COLLEGE BURSARY AND AWARD FUND APPLICATION FORM

Kerio Valley University College

P.O. Box 9-30704, TAMBACH, Kenya | Tel: +254 725905303| Fax: +254 37412833
E-mail: deanofstudents@kvucld.ac.ke | www.kvucld.ac.ke

OFFICE OF THE DEAN OF STUDENTS

INSTRUCTIONS:

- This form contains TWO pages. Complete BOTH pages.
- This is an official document and the information provided must be true and correct to the best of your knowledge.
- Double application shall lead to disqualification.
- Giving false, incorrect or incomplete information will lead to the automatic disqualification and possible disciplinary action.
- Information provided should be supported by documentary evidence where applicable.

1. PERSONAL DETAILS OF THE APPLICANT

Name: ..... Reg. No. .....

School ..... Area of Study .....

Year of Study ..... Marital Status .....

Resident or Non-resident? ..... (If resident, state Hostel .....)

If Non-resident, give reasons .....

.....

Are you a person with disability? ..... Yes/No .....

Home County .....

2. EDUCATIONAL BACKGROUND

(a) Primary

Name of school last attended ..... Std ..... Year .....

Who paid your fees? .....

(b) Secondary

Name of school last attended ..... Std ..... Year .....

Who paid your fees? .....

(c) College or other tertiary education

Name of institution last attended ..... Course ..... Year .....

Who paid your fees? .....

(d) Did you get any financial assistance in secondary school/and/or tertiary institution? (Yes/No). If yes, specify source and amount .....

3. FAMILY BACKGROUND

(a) Name of father (Alive/Deceased/Single/Widowed/N/A) ..... Age .....

Occupation (State previous if deceased) ..... Age .....

Current employer .....

(b) Name of mother (Alive/Deceased/Single/Widowed) ..... Age .....

Occupation (State previous if deceased) ..... Age .....

Current employer .....

NB/: If parent is deceased, attach death certificate.

(c) Name of Guardian (Alive/Deceased) .....

Occupation (State previous if deceased) ..... Age .....

Current employer .....

(d) Siblings (brothers and sisters excluding you) .....

Birth order (position e.g. 1st, 2nd, 3rd born, etc).

Number of brothers/sisters in;

I. University .....

II. Secondary .....

III. Primary .....

IV. College/tertiary institution .....

V. Out of School .....why .....

4. OTHER INFORMATION

(Attach documentary evidence for iii & iv)

i) Did you receive loan from HELB? Yes/No .....

If yes, state amount .....

ii) Did you receive bursary from HELB? Yes/No .....

If yes, state amount .....

iii) Have paid tuition fees? Yes/No .....

(Attach fees statement)

iv) Have you ever deferred your University studies? If Yes, give reasons

.....

v) How is your academic performance? (Attach transcript/evidence)

vi) Have you ever been convicted of an offence by the Students' Disciplinary Committee? Yes/No .....

5. DECLARATION BY THE APPLICANT

Note: The Bursaries and Awards Committee may verify this information without necessarily contacting you. Giving false information will lead to automatic disqualification of the application.

I declare that the information given above is true to the best of my knowledge.

NAME ..... REG. NO. .....

SIGNATURE ..... DATE .....

APPENDIX 4: CRITERIA FOR BURSARIES AND AWARDS GRANTS

S/No	Area of Assessment	Criteria options	Score
1.	Residency	Campus accommodation	0
		Non-resident	2
2.	Previous financial assistance in secondary school/tertiary institution	No	0
		Yes	2
3.	Person with Disability	No	0
		Yes	2
4.	Parents alive or deceased?	Both alive	0
		One parent/partial orphan	5
		Both parents deceased/total orphan	10
5.	Age of parents	<60 years	0
		60-70 years	1
		70 years and above	2
6.	Number of siblings in learning institutions	Primary	0
		Secondary	½ point/sibling (max 3)
		University/tertiary	1 point/sibling (max 3)
7	Beneficiary of HELB loan	50,000/= and above	0
		40,000/= - 50,000/=	1
		Below 40,000/=	2
8.	Beneficiary to any other bursary or award fund	Yes	0
		No	2

9.	History of deferment of studies due to fees	No	0
		Yes	5
10.	Academic performance	40-49%	1
		50-59%	2
		60-69%	3
		70 and above	4
11.	History of disciplinary cases	Yes	0
		No	2

NB:

* The highest score possible = 37.5

* Depending on the number of bursaries and awards grants available, those who score highest will be given priority.

APPENDIX 5: RISK MATRIX FOR BURSARIES AND AWARDS

S/ No	Risk Event	Risk Factors (Causes)	Risk Effects	Impact	Vulnerability	IV	Mitigation Measures	Key Performance Indicator	Responsibility	Timeframe
1.	Assessment based on incorrect information	Dishonest students; Favouritism and bias	Awarding undeserving students	2	4	8	Sensitization of students and staff on national values	Process of management of BA programme; Criteria of allocating bursaries and awards	KVUCBA Committee /Dean of Students	Annual
2.	Insufficient bursary funds	Poor support of the kitty	Drop out of students from poor background	3	3	9	Enhancement of the bursary/Award funds	Students from poor background get support	DPRINC (ASA); KVUCBA Committee; Dean of Students	Annual
3.	Lack of funds	Lack of donors & funders	Collapse of the programme	3	4	12	Establishment of endowment fund	Funds received from donors/funders	DPRINC (ASA); KVUCBA Committee; Dean of Students	Annual

I = IMPACT, V = VULNERABILITY, IV = IMPACT × VULNERABILITY

Extreme (E) High (H) Medium/Moderate (M) Low (L)