

POLICY 2: FINANCIAL AID

2.1 Introduction

2.1.1 This policy covers financial aid initiatives namely; the work study program, the student policy engagement program and SAKU Bursary. These programs have been established to assist students who are financially challenged and/or deserving students. The Policy shall be used to identify and evaluate deserving students of KCAU for consideration for distribution of available assistance through the aforesaid programs. Implementation of the policy shall ensure that needy students complete their studies successfully.

2.2 Purpose of the policy

2.2.1 The purpose of this policy is to guide the execution of financial aid programs at KCA University.

2.3 Policy statement

2.3.1 The University is committed to administering financial aid effectively and equitably to deserving students. This policy outlines the process for creating, evaluating, awarding, and administering financial aid. It defines student requirements and responsibilities within the program and aims to identify talent for further development. Additionally, the policy establishes a coordination framework for externally sourced financial aid and mandates continuous evaluation, assessment, and monitoring of beneficiary performance and financial status.

2.4 Scope

2.4.1 This policy applies to all financial aid programs and initiatives administered by the University to support its students.

2.5 Standard procedure and policies

2.5.1 The work study program

2.5.1.1 OBJECTIVES

- a) To assist eligible students to access education at KCA university.
- b) To inculcate acceptable work-ethics in the students.
- c) To provide students with valuable experience and training for future employment.

2.5.1.2 Criteria for selection

- a) Applicants must demonstrate financial need.
- b) The Dean of Students and his office shall utilize the developed criteria to identify students with financial need.
- c) Applicants must be bona-fide students of KCA University
- d) Applicants must have completed at least one semester at the University.
- e) Applicants must provide an official academic record signed by the respective faculty/school dean.
- f) Applicants should have a minimum of grade B or equivalent grading (GPA/PASS) to join and remain in the program.
- g) All KCAU-WSP applicants must be prepared and willing to work at any assigned workstation as determined by the Committee.
- h) Applicants are advised to carefully review and ensure they meet all the specified eligibility criteria before applying for the KCAU Work-Study Program.

2.5.1.3 Unit head request procedures

2.5.1.3.1 Each department that intends to have KCAU-WSP students shall be expected to follow the following procedure;

- a) Fill in the KCAU-WSP request on the KCA University website to be submitted by the first week of the last month every semester prior to the new semester upon which the KCAU-WSP will be required to work.
- b) Specify the Job Description approved by the departmental head
- c) Confirm budgetary provision as stipulated in this policy.
- d) Only positions requested for by departments shall be considered and advertised publicly.
- e) All advertised positions shall be filled competitively.
- f) Students shall apply for the positions they feel that they qualify for or whose duties they can perform and have relevant skills to do so.
- g) The units/departments that require the services shall indicate if they require students to possess some skills and/or the level of education required.
- h) The Dean of students on behalf of the KCAU-WSP committee shall prominently publish a list of available vacancies and the respective departments every semester for consideration based on provisions of this policy.

2.5.1.4 Application procedures

2.5.1.4.1 Interested applicants for KCAU-WSP program are required to:

- a)** Fill the online application form within the stipulated time
- b)** The dean of students shall constitute a panel drawn from the department of Student Affairs consisting of not less than three and not more than five members who shall do shortlisting of applicants ahead of the formal interview.
- c)** The shortlisted students shall be interviewed by a panel which will constitute the recipient departments/units KCAU-/WSP Committee, the process shall be facilitated by the Dean of student's office to fill the vacancies based on provisions of this policy.
- d)** The final list of successful candidates shall be prominently published by the dean of students in a manner that can be accessed by students.
- e)** The successful candidate shall receive Letter of offer and upon signing shall be provided with Job Cards from the Dean of student's office for onward submission to their respective supervisors who will use them for job tracking and recommendation for payments based on provisions of this policy.

2.5.1.5 Work hours and duration for engagement

- a)** Any student who qualifies to be part of KCAU- WSP shall stay in the program for a maximum of two years translating to four semesters for Government Sponsored and two calendar years for the self- sponsored students. Renewal every trimester is subject to fulfilment of their terms of engagement as provided for by this policy.
- b)** Students on academic leave/recess shall be engaged based on availability of opportunities.
- c)** Students can work up to a maximum of 4 hours per day and not more than 20 hours per week. However, in case of of an overtime express approval shall be sought by the HoD to the DVC in charge of Finance Planning and Development.
- d)** Scheduling work hours during class periods is prohibited.
- e)** Under no circumstances can KCAU-WSP hours be earned while fulfilling course requirements.
- f)** KCAU-WSP students will be expected to submit weekly job cards signed by their respective supervisors.

- g) Other than departmental assignments, the WSP students may be engaged in communal work supervised by the Dean of students' office in which case job cards will be signed for payments that shall follow the same rates stipulated in this policy.

2.5.1.6 Work places

- 2.5.1.6.1** KCAU-WSP students may work in any place except sensitive offices like academic records, examinations, payroll etc. As determined by the committee.

2.5.1.7 Job responsibilities

- a) All WSP students will be expected to obtain a job description from their supervisor a copy of which shall be submitted to the Dean of students.
- b) Maintaining a Good Work Ethic

2.5.1.8 WSP students shall be responsible for:

- a) Abiding by all University rules, regulations, and policies,
- b) Respecting the rights and property of the employer and fellow employees,
- c) Treating all co-workers, the KCAU community, and patrons with courtesy and respect,
- d) Acting in a professional manner at all times and respecting the confidentiality of student and University records,
- e) Dressing appropriately, according to the KCA University's dress code,
- f) Maintaining a positive work attitude and a spirit of cooperation,
- g) Talking with the employer when duties or instructions are unclear or if problems arise

2.5.1.9 Performance

2.5.1.9.1 KCAU-WSP students are required to:

- a) Be punctual, dependable, and efficient in their assigned duties.
- b) Provide their supervisors with work schedules (hours) for the entire semester before beginning to work.
- c) Notify the supervisors at least one day in advance if unable to attend to duties.
- d) Give at least two weeks' notice to the supervisors and dean of students' office if quitting work.
- e) Performance evaluation will be output and time based.

2.5.1.10 Supervision

2.5.1.10.1 All KCAU-WSP students shall directly report to the Unit Head. All supervisors will:

- a) Be responsible for keeping and signing the Job Cards but ratified by the Head of Department/Dean/Director.
- b) Hold work briefings with students before assigning them duties.
- c) Inspect students during work hours.
- d) Frequently update the Dean of student's office on the performances of students by submitting formal reports. **bereavement period**

2.6 Work study discipline and related procedure

2.6.1 Documentation

2.6.1.1 The supervisor shall keep a personnel file for each WSP student with the record of hours earned, documentation of performance, documentation of attendance reminders, and any incidents of poor performance, habitual lateness and/or absenteeism, insubordination, or mischief. Copies of these documents shall then be shared with the Dean of students at the end of every semester.

2.6.2 Offences That May Require Disciplinary Action

2.6.2.1 The following acts or offences shall constitute misconduct and might attract disciplinary measures as provided for in this policy against the WSP student who has committed the offence(s);

- a) Excessive absences
- b) Absent without a legitimate excuse
- c) Sloppy or unclean appearance
- d) Carelessness or lack of attention that results in injury to property, person, or public relations
- e) Inability to provide accurate, up-to-date information to the public
- f) Conduct inappropriately to representatives of KCA University
- g) Discourtesy or failure to work harmoniously with fellow employees
- h) Failure to serve the public with courtesy
- i) Sleeping on duty

2.6.3 Disciplinary Measures

2.6.3.1 KCAU-WSP expects value for the money from the beneficiaries. In the event that there is sufficient evidence of underperformance or violation of provisions of this policy, the following corrective measures will be taken:

- a) Warning (verbal and/or written) by the supervisor and the same to be communicated or (copied) to the dean of students.
- b) Recommendation letter for termination by the supervisor to the dean of students and copied to the student.
- c) Termination letter to the student from the dean of students, copied to the supervisor.

2.6.3.2 A student will be automatically terminated from KCAU-WSP in case grades outlined in this policy are not met based on outlined academic standards.

2.6.3.3 Should the offence committed require investigation and/or disciplinary action beyond KCAU-WSP, the Dean of student's office will follow up the matter according to KCAU policies, student rules and regulations and may be referred to the students' disciplinary committee of the University.

2.6.4 Preceding Offences Will Be Subject to The Following:

2.6.4.1 First Occurrence - verbal reprimand

2.6.4.2 Second Occurrence - written reprimand

2.6.4.3 Third Occurrence – discharge/dismissal

2.6.5 Depending on the magnitude of the offence, any hod may recommend to the Dean of student's dismissal of KCAU-WSP students without further considerations to these procedures.

2.6.6 Grounds for Immediate Dismissal

2.6.6.1 The student should be absolutely clear on what constitutes such items as excessive lateness or absences, sloppy or offensive appearance, and discourtesy. The following may be considered grounds for immediate dismissal:

- a) Breach of confidentiality
- b) Theft of gross negligence resulting in serious injury to property, person or public relations.

- c) Any physical violence or obscene language when dealing with the students, public or other staff members.
- d) Being under the influence of drugs or alcohol while on duty.
- e) Falsification of timesheets
- f) Violation of KCA University policies, rules and regulations
- g) Poor or dismal academic performance

2.6.7 Payments

- 2.6.7.1** Based on the current hourly rates set by the University through the KCAU-WSP committee under the general guidance of the Dean of students.
- 2.6.7.2** Payments will go to the school fees account.
- 2.6.7.3** Job cards shall be remitted to the Dean of student's office by Monday of every week for the previous week worked to ensure verification, filling and tabulation.
- 2.6.7.4** The Deans of student's office will then formulate and approve a list containing the hours worked and the rate of payment which will be forwarded to student's finance for fee clearance.
- 2.6.7.5** Students on the programme shall be paid Ksh 100 for every hour worked to be revised as need arises and approved by University Management Board (UMB).
- 2.6.7.6** The cost of work study bursary as provided for by this policy shall be financed by the department where the specific KCAU-WSP student is attached.

2.7 Student engagement programme

2.7.1 Introduction

2.7.1.1 KCAU-SEP was established to provide opportunities for students to engage in part-time employment in the university to subsidise the cost of their education and upkeep. This section provides guidelines on how to identify and manage students in the program.

- a) To provide students with an opportunity to articulate their skills
- b) To assist students, meet their basic financial obligations,
- c) To inculcate acceptable work-ethics in the students,
- d) To provide students with valuable experience and training for future employment,
- e) To expose students to entrepreneurship opportunities from the use of their skills and talents
- f) To discourage unethical employment practices

2.7.2 Application of the policy

- 2.7.2.1** This policy should be read in conjunction with other relevant KCA University students' guidelines and policies.
- 2.7.2.2** The policy covers all activities through which SEP is implemented, interpreted and processed for example application, recruitment, remuneration, supervision, performance management and exit.
- 2.7.2.3** The policy applies to all parties in the SEP Programme, including KCAU staff, students, guardians, funders and sponsors.
- 2.7.2.4** The policy does not apply retrospectively. However, students carrying out duties under this programme should report to the campus life department on the extent to which their current engagement complies with the policy.
- 2.7.2.5** This policy shall be reviewed by the Student Affairs Committee from time to time.

2.8 Engagement opportunities

- 2.8.1** This program shall be beneficial to students and the departments that engage them. Departments seeking to engage students under this program shall be required to declare the vacant position(s) upon which advertisements shall be posted by the dean of student's office based on provisions of this policy. Availability of opportunities shall be based on departmental needs.

2.9 Departmental request procedures

- 2.9.1** Only positions requested by departments shall be considered and advertised to the student community through the University website, notice boards and other media
- 2.9.2** Each department shall express intent to recruit through the SEP using the following procedure;
 - 2.9.2.1** The HoD shall make application through the ERP for consideration and approval by the DVC -FPD.
 - 2.9.2.2** Attach the Job Description
 - 2.9.2.3** Confirm budgetary provision as stipulated in this policy.
 - 2.9.2.4** Indicate the skills and/or the level of education required

2.10 Eligibility

- 2.10.1** A student qualifies for consideration into the program if he or she;
- 2.10.2** Is a registered KCAU student at any one particular semester.
- 2.10.3** Has been in academic session for a continuous period of 6 months prior to the application

2.10.4 Can demonstrate potential for academic success

2.10.5 Students under 18 Years must secure approval from parents/guardians and specify an adult to receive pay on his/her behalf

2.11 Students not eligible for SEP

2.11.1 Students who are in employment with other institutions are not eligible for SEP

2.11.2 Students who are beneficiaries of other financial aid programmes offered by KCA University

2.11.3 Serving student leaders (SAKU Council members)

2.11.4 Students aspiring for SAKU leadership six months prior to the SAKU general elections within the year in which elections are held.

2.12 Selection criteria

2.12.1 Applications shall be processed on the basis of;

2.12.1.1 Skills & competencies possessed: These shall be compatible to departmental requirements as outlined in the requisition and advert

2.12.1.2 Conduct of student: Reference shall be made to existing disciplinary record of the applicant as captured on Form B (Appendix B) by the Dean of students and University Registrar

2.12.1.3 Bona-fide student of KCAU: The SEP programme is exclusive to KCA University students. A copy of student ID must be attached to the KCAU-SEP application form

2.12.1.4 Satisfactory academic performance: The Academic Deans or Heads of Departments will make relevant comments on the application form. A minimum average score of B will apply

2.13 How to apply for sep vacancy

2.13.1 Students interested in the advertised SEP opportunities are required to:

2.13.1.1 Access the SEP application form/link via the KCAU website

2.13.1.2 Complete the SEP application form online under the Student Life page, and submit it together with the documents stipulated on the application form

2.13.1.3 Students shall apply for the positions they feel that they qualify for or whose duties they can perform

2.13.1.4 Dean of student's office shall publish names of shortlisted candidates on the website (Campus Life) based on provisions of this policy.

2.14 Closing dates

2.14.1 Applications once posted shall be valid for fourteen (14) calendar days

2.15 Selection procedure

2.15.1.1 The short-listing and interview process shall be in compliance with this policy

2.15.1.2 All advertised positions shall be filled competitively.

2.15.1.3 The final list of successful candidates shall be published by the Dean of student's office in the University website (Student Life page).

2.15.1.4 Unsuccessful candidates shall not be contacted.

2.16 Award

2.16.1 Successful candidates will be informed through the official communication channels of the University and be notified to collect the letter of offer from the Dean of student's office.

2.17 Accepting an offer

2.17.1 If the applicant accepts the offer to join SEP, he or she is required to complete and sign the official SEP Agreement Form.

2.17.2 A certified copy of the student's ID document must be attached to the SEP agreement form. Agreements must be completed within five (5) calendar days.

2.18 Rights and responsibilities of university management

2.18.1 These Rights and Responsibilities shall be articulated by officers of the University including Student Affairs Committee, hods and Supervisors. They include but not limited to;

2.18.1.1 Determine the maximum and minimum duration of engagement in the SEP through the Student Affairs Committee.

2.18.1.2 Implement and/or vary the terms of engagement of the SEP programme from time to time

2.18.1.3 Provide sufficient induction and on-the-job training

2.18.1.4 Process various documents or reports required under SEP

2.18.1.5 To terminate the engagement of a student in SEP due to any act violation of University regulations

2.18.1.6 Provide constructive feedback through periodic evaluation

2.18.1.7 Supervise students on SEP programme during work hours effectively

2.18.1.8 Remunerate SEP beneficiaries as provided for by this policy

2.19 Rights and responsibilities of students

2.19.1 Students have the right to;

2.19.1.1 Access SEP eligibility criteria

- 2.19.1.2** Access procedures, deadlines and documentation for submitting application forms
- 2.19.1.3** To initiate interest in SEP by taking the steps outlined in Section 2.2.8 above
- 2.19.1.4** To revise his/her mode of study in order to accommodate the work schedule i.e. Study in the evenings and weekends
- 2.19.1.5** To provide accurate information for purposes of decision making
- 2.19.1.6** To observe and adhere to the guidelines provided for in the application and enforcement of SEP
- 2.19.1.7** To seek clarification where necessary
- 2.19.1.8** Abide by all rules, regulations, and procedures as shall be outlined in relevant University policies
- 2.19.1.9** Notify the Dean of student's office of any changes which may affect service delivery such as their academic schedules, contact address, engagement status, health status, etc.
- 2.19.1.10** Know and comply with all requirements for continuation into the SEP, including academic progress.

2.20 Terms of engagement

2.20.1 Engagement Hours

- 2.20.1.1** Students will be engaged for up to five days a week but not more than twenty-five hours a week and shall be based on flexible departmental schedules,
- 2.20.1.2** Students on session can work for a maximum twenty-five (25) hours per week, while student on recess can be allowed up to forty (40) hours a week. However, in case of an overtime express approval shall be sought by the HoD to the DVC in charge of Finance Planning and Development.

2.20.2 Period of Engagement

- 2.20.2.1** Once enlisted into the programme, the student will serve for a maximum per 3 trimesters for self-sponsored students or 2 semesters for Government Sponsored Students renewable once.
- 2.20.2.2** Renewal for a further engagement shall be subject to terms and conditions of this policy and based on satisfactory performance.
- 2.20.2.3** The SEP shall not be applied concurrently with attachment/internship programmes.
- 2.20.2.4** SEP students will be expected to sign in and out daily at their respective departments using Job Cards.
- 2.20.2.5** A student may apply for a break by filling a release form

2.20.2.6 SEP students shall not be allocated any work when the University declares official closure and/or during public holidays.

2.20.3 Work Records

2.20.3.1 Reports of hours worked will be captured by the Job Cards (Appendix) Form D.

2.20.3.2 The Dean of student's office shall maintain an individual file for each SEP student which will provide general information about but not limited to record of hours earned, exemplary conduct, work performance, lateness and/or absenteeism, insubordination or mischief etc.

2.20.3.3 The supervisor is encouraged to document work performance that demonstrates good time management, productivity, creativity and leadership.

2.20.4 Performance

2.20.4.1 Performance will be evaluated every trimester/ semester (three/four months) as guided by the evaluation form (Appendix E)

2.21 SEP disciplinary and related procedures

2.21.1 This section must be read in conjunction with the Student Disciplinary Policy. Disciplinary action will be preceded by thorough investigations conducted by the supervisor.

2.21.2 Any student will be accorded the right to explain his/her conduct/misconduct.

2.21.3 Offences that may attract/warrant disciplinary action shall include but will not be limited to;

2.21.3.1 Lateness, Absenteeism without valid explanation and legitimate excuse

2.21.3.2 Sloppiness and/or unkempt appearance

2.21.3.3 Recklessness at the workplace or lack of attention that may result in injury to persons, damage to property or disrepute to the university image

2.21.3.4 Providing false and outdated information to the University

2.21.3.5 Theft

2.21.3.6 Disrespect to supervisor, fellow employees and clients/customers

2.21.3.7 Sleeping while on duty

2.21.3.8 Reporting to the workplace while intoxicated

2.21.3.9 Fighting at the place of work

2.21.3.10 Breach of SEP contract

2.22 Disciplinary measures

2.22.1 Where there is sufficient evidence of violation of provisions of this policy, the student in SEP programme will be terminated.

2.22.2 Should the offence committed require investigation and/or disciplinary action beyond SEP, the Dean of student's office will follow up the matter according to KCAU student rules and regulations and may be referred to the students' disciplinary committee of the University.

2.23 Grounds for termination of engagement in SEP

2.23.1 Offences which warrant termination of engagement in SEP will include but not limited to:

2.23.1.1 Breach of confidentiality

2.23.1.2 Theft,

2.23.1.3 Negligence resulting in serious injury to person, damage to property or disrepute to the University.

2.23.1.4 Any act of physical violence or obscene language when dealing with the students, public or other staff members

2.23.1.5 Being under the influence of drugs or alcohol while on duty

2.23.1.6 Falsification of records

2.23.1.7 Violation of KCA University policies, rules, and regulation

2.23.1.8 Poor or dismal academic performance as provided for by this policy

2.24 Remuneration

2.24.1 Remuneration rates will be as follows and may be reviewed by the Student Affairs Committee with approval of the University Senate from time to time. The remuneration rate will be Ksh. 87.5. Per hour and as may be reviewed from time to time.

2.24.2 Hourly pay of Ksh.87.5, this job group shall entail administrative work with very specific targets.

2.24.2.1 Payments will be made/applied on a fortnightly basis based on evidence of work done and provisions of clause (a) above.

2.24.2.2 Payments schedules will be compiled by dean of student's office and submitted to Finance office on a fortnightly basis

2.24.2.3 Payments will be made directly to the students through individual student bank accounts.

2.24.2.4 All costs resulting from the SEP programmes shall be borne by the respective departments where the SEP student is attached.

2.25 Students' financial aid committee

2.25.1 There is established a Student Financial Aid Committee that shall handle all matters pertaining to matters relating to Work Study and Student Engagement programs. Student Affairs committee of the senate shall handle all matters that pertains to the running of SEP with the following mandate;

2.25.1.1 The committee shall oversee the recruitment and placement of applicants.

2.25.1.2 The committee shall give authority to the Dean of student's office to shortlist candidates and declare vacancies based on provisions of this policy.

2.25.1.3 The committee shall review the remuneration rates and job groups with approval of the University Senate from time to time.

2.25.1.4 The Committee shall refer cases of mis-conduct by SEP beneficiaries to the Student Disciplinary Committee but handle work related cases that are beyond office administration.

2.25.1.5 The committee shall from time to time discuss matters affecting implementation of the program and its beneficiaries.

2.25.1.6 The Committee shall recommend review of sections of this policy from time to time

2.25.1.7 Determining rewards for exceptional performance.

2.25.1.8 Development and review of performance management tool, procedures and reports from time to time.

2.25.1.9 Discuss the minimum and maximum duration within which a student can benefit from the programme

2.25.1.10 Discuss strategies for improvement of SEP performance and service delivery from time to time.

2.25.1.11 Set parameters that may not have been captured by this policy but which will enhance the spirit of this policy. Any such parameters shall be approved by the DVC-ASA before implementation.

2.25.1.12 Any other responsibility as may be assigned by the DVC-ASA from time to time.

2.25.1.13 The membership of this committee will remain as prescribed in the statutes of the University.

2.26 Mandate of selection panel

2.26.1 There will be the creation of a selection panel based on departmental needs for purposes of interviews and selection of qualified students to fill various vacancies. The panel shall be largely recommended by the department seeking to engage with the hod being the chairperson or appointing a chairperson from the department. The mandate of the panel shall be as follows;

2.26.1.1 The panel shall oversee selection process of the applicants

2.26.1.2 The panel shall review the job description tabled by the department

2.26.1.3 The panel upon conclusion of its work shall authorise Dean of student's office to release letters of offer to successful candidates

2.26.1.4 The panel may recommend to the Student Affairs committee any amendment or review of the SEP policy.

2.27 Membership of Selection Panel

2.27.1 The following shall be the formation of selection panels;

- a) Hod of requesting recruiting department or his/her appointee
Chairperson
- b) Dean of students or assignee
Member
- c) Student relations Coordinator
Secretary
- d) KCAUF Representative
Member
- e) Three representatives of the recruiting department
Members

2.27.2 The representatives of the department shall be appointed by the Head of Department that is recruiting

2.28 Terms of reference for SEP selection panel

2.28.1 The Panel will meet as guided by the Chairperson.

2.28.1.1 Vetting and interviewing shortlisted candidates based on provisions of this policy

2.28.1.2 Facilitating placements for students at departmental level