



THE ICPAK ACCOUNTING & FINANCE SCHOLARSHIP

Creating Pathways to Achievement

Passport size
photos

APPLICATION FORM - 2017

The Scholarship is merit-based and is open to bright and needy young men and women joining **public universities only** in Kenya to pursue accounting and finance related courses.

Applicants must have scored **B+ and above** in the **2016 KCSE sitting** to be eligible for the scholarship.

PROVIDING FALSE INFORMATION:

Providing false information may result in one or all the following:

- Cancellation of the scholarship.
- Disqualification for award of any future scholarships offered by the Institute.

INSTRUCTIONS FOR FILLING OUT THE SCHOLARSHIP APPLICATION FORM

1. Attach two (2) recent pass port size photographs of the applicant
2. Fill in the application form using capital letters and leave space between words.
3. Give factual, comprehensive and authentic information in the form.
4. For family's financial authentication, parents/guardian may be consulted.
5. Whenever in doubt when completing the form, consult the Marketing Office at ICPAK.
6. Keep a copy of the filled form for your records.
7. Ensure that you have attached all required documents by ticking the checklist.

8. Answer all questions. Those not applicable should be marked “N/A”.
9. This form should be handed back to;

The Chief Executive Officer
 Institute of Certified Public Accountants of Kenya
 P.O Box 59963 00200 Nairobi Kenya.
 Email: scholarship@icpak.com

APPLICATION FORM CHECK LIST

Description

- | | |
|---|--------------------------|
| 1. Copy of KCSE and KCPE examination result slips | <input type="checkbox"/> |
| 2. Copy of secondary school leaving certificate | <input type="checkbox"/> |
| 3. University admission letter (must be in a local public university in Kenya and the course admitted for should be accounting or finance related) | <input type="checkbox"/> |
| 4. Reference letter from the Head teacher of the former secondary school | <input type="checkbox"/> |
| 5. A letter from the local Chief supporting your application | <input type="checkbox"/> |
| 6. Copies of any previous scholarships attained including HELB | <input type="checkbox"/> |
| 7. Copy of parent/guardian’s latest pay slip | <input type="checkbox"/> |
| 8. In case of demise of parent/guardian, attach a copy of death certificate | <input type="checkbox"/> |

Guiding notes to reference letters

a) Head teacher reference letter

- The letter should be done in an official note paper, duly signed and stamped and addressed to Chairman, Selection Committee, ICPAK Scholarship
- The school name with its physical address
- Students year of joining and leaving indicating general performance
- Fees report payment for that last four years
- Student character

b) Area Chief reference letter

- The letter should be done in an official note paper, duly signed and stamped and addressed to Chairman, Selection Committee, ICPAK Scholarship

- The Area location
- Details of family background

Please read the instructions above carefully before completing this form and answer all relevant questions. **INCOMPLETE applications will not be processed**

SECTION A

Applicant’s personal and family information:

1. Applicant’s Name: _____
2. Gender: Male Female
3. Date of Birth: _____ Place of Birth: _____
4. Home County: _____ Constituency _____
5. Permanent Address: _____
6. Telephone Number: _____ Email address _____
7. Total siblings the in family: Brothers _____ Sisters _____ Others (Specify) _____
8. Who is responsible for paying your school fee’s: _____

Provide details of Family Information in table below.

PARTICULARS	FATHER	MOTHER
Full Names Telephone Address Email		
Married/Divorced/Separated/Single Parent/Widowed/Deceased (If deceased give date & attach copy of death certificate.		
Nationality (Attach copies of ID)		
If in employment, describe and indicate the average monthly income; (attach copy (s) of the payslip		

If in business, describe and state the average monthly income		
If any owned land, show the number of acres, crops grown and income from these assets		
If any other source of income, including casual labour, describe and show the average monthly income.		
Physical Address of residence (State, Town, Estate, nearest public land mark to the residence e.g. school, church, hospital) State if house is owned, employer owned or rented- (if rented indicate amount)		

Provide details of brothers and sisters in your family in the table below: (Add in separate sheet if space provided is not enough)

Name	M/F	Age	In school/college (Std/form/year) or working	If working indicate, occupation & Company/Organization/Institution, and salary per month	If married, state occupation of spouse & Company/Organization/Institution, and salary per month

If in school/ college, state who pays fees _____

Any other supporting person or Guardian

1. Name: _____ Relationship: _____
2. Address: _____
3. Telephone Number: _____ Email address _____
4. Occupation: _____

SECTION B

Applicant's Education Record:

1. Name of the Primary & Secondary School(s) attended

	Name of School	Private or public	Year of joining	Class/form	Year of leaving	Class/form
1						
2						
3						
4						

2. Extra-Curricular activities undertaken in school:

- a. Sports: _____
- b. Clubs: _____
- c. Other social activities:

3. Mean grade (Marks) attained at class 8 KCPE & Form 4 KCSE results:

4. University & Course admitted to:

5. Names and contact details of three (3) referees as indicated below;

	Referee	Name	Contact details (Telephone and email).
1.	Secondary Head teacher		
2.	Current Area Chief		
3.	1 relative /Guardian excluding parent(s) and sibling(s)		



THE ICPAK ACCOUNTING & FINANCE SCHOLARSHIP

DEED OF AGREEMENT

Mr./Ms. _____ Son/Daughter of _____

P O Box _____ Telephone: _____

Hereby called the Approved Student has been selected by ICPAK for the award of University Education scholarship for four years study at _____.

The approved student has accepted the award of the scholarship on the terms and conditions governing the scholarship award as below:

1. Scholarship will cover the following:
 - a. Tuition fees for four years in public university
 - b. Basic hostel accommodation in University hostel or private hostel within University Neighborhood.
 - c. Pocket money to cater for transport and daily upkeep. A maximum of Ksh. 1500 will be given for each week and to be paid when student is on session only.
2. The continuous support under this scholarship program will be made subject to the complete adherence to all rules and regulations governing this program as well as satisfactory performance in tuition. It is the intention of ICPAK to continue supporting this program subject to availability of funds.
3. The Approved Student shall not change the indicated university without prior approval by ICPAK.
4. In case of selection by any other scholarship scheme, the approved student shall immediately inform ICPAK.
5. The scholarship will be discontinued in the following cases:

- a. If the student fails to maintain class attendance
- b. If the student is involved in in disciplinary issues within and outside the university.
- c. If the student is punished because of his involvement in violation of university rules, damage to university property, misbehavior with other students or staff or any other disciplinary action.
- d. If information provided by student is found to be incorrect at any time during his/her study period.
- e. If the student fails to maintain prescribed academic standards of the scholarship.

The parties mentioned above have signed this deed in token of acceptance:

Signature of Student: _____ Signature of Parent/Guardian: _____

Name: _____ Name: _____

Date: _____ Date: _____

Witnessed by:

Legal Manager, ICPAK

Name: _____ Signature: _____

Date: _____

Approved by:

Chief Executive, ICPAK

Name: _____ Signature:- _____ -

Date: _____