



# UNIVERSITY OF EMBU

## APPLICATION FOR TUITION WAIVER FORM

**Instructions:**

1. Fill in part **A and B** of this form as applicable in duplicate and submit a copy to the Admissions Office.
2. Attach relevant document as below;
  - A copy of the admission letter
  - A copy of birth certificate or adoption certificate if student is a child to the employee
  - A copy of marriage certificate if student is a spouse to the employee
  - A copy of the latest payslip and /or letter from the employer if student is a beneficiary

**PART A: STUDENT'S DETAILS**

*(Please tick category for which fee waiver is being requested)*

Employee   
  Employee's spouse   
  Employee's Child   
  Other (Specify).....  
 First time applicant   
  Renewal

Name: ..... Reg. No.: ..... Year of Study: .....  
 Programme: ..... Semester: ..... Mob. No: .....  
 Name of the institution/organization (if student is not a staff/dependant): .....  
 Students's Signature: ..... Date: .....

**PART B: UoEm STAFF ONLY**

Employee's Name: ..... Pf. No.: ..... Mob. No: .....  
 Signature: ..... Date: .....

**PART C: RECOMMENDATION BY THE RELEVANT DEAN OF SCHOOL ( For official use only)**

Confirmation of eligibility of the student: .....  
 Recommended     Yes     No  
 Name: ..... Signature: ..... Date & Stamp: .....

**PART D: RECOMMENDATION BY HUMAN RESOURCE MANAGER FOR UoEm STAFF AND DEPENDANT (For official use only)**

Employment Date: ..... Retirement/end of contract date: .....  
 Has student met all the stipulated conditions?  
 Comments: .....  
 Recommended     Yes     No  
 Name: ..... Signature: ..... Date & Stamp: .....

**PART E: RECOMMENDATION BY THE DVC (ARE) - (For official use only)**

Comments (if any): .....  
 Recommended     Yes     No  
 Signature: ..... Date & Stamp: .....

**PART F: APPROVAL BY THE VICE-CHANCELLOR (For official use only)**

Comments (if any): .....  
 Approved     Yes     No  
 Signature: ..... Date & Stamp: .....