



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
 Name: Signature: Date & Stamp:

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

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

