



MIUC BURSARY DISBURSEMENT POLICY

Revised on 5th June 2023

MARIST INTERNATIONAL UNIVERSITY COLLEGE
REVISED MIUC BURSARY DISBURSEMENT POLICY 2023

1.0 Introduction

The MIUC Bursary is a fund set up to assist the neediest students registered at Marist International University College in part fee payment.

1.1 Sources of Funding

The fund shall be sustained by but not limited to the following;

1. Donations from donor agencies including Corporate and Government bodies
2. Proceeds from the annual MIUC Bursary Fundraising
3. Donations from individual well-wishers

1.2 Management of the Fund

The fund is managed by Marist International University College, through the MIUC Bursary Disbursement Committee composed of the following:

1. The Deputy Principal Administration – chairperson
2. The Dean of Students
3. The HoDs
4. The Finance Officer
5. The Representative of MIC Community
6. The Personal Assistant of the Principal
7. MIUCSO Treasurer

1.3 Disbursement Guideline

1.3.1 Selection of Beneficiaries

The students selected as beneficiaries must fulfil the following

1. Be registered student of MIUC
2. Be involved in co- curricular activities
3. Active participation in college activities
4. Show proof of exemplary character
5. Show proof of neediness
6. Recommendation letter from the Head of Department

1.3.2 Determination of Threshold

The threshold will be guided by the MIUC Bursary Fund Policy

The amount to be awarded will be determined by the level of neediness ascertained through screening by MIUC Bursary Disbursement Committee.

The cases will be classified as

1. Most Needy
2. Very needy
3. Needy

Those classified as most needy will receive the highest amount compared with the very needy and needy following in their respective order.

1.3.3 Frequency of disbursement

The bursary shall be disbursed once in every academic year

1.3.4 Disbursement Procedure

1. Once a notice for disbursement is released, the student should download the bursary application form from MIUC website, fill it and return to ACCOUNTS office within the stipulated time
2. The Credit controller will record all the filled forms and note down the fee balance of all the applicants
3. The MIUC Disbursement Committee shall screen all the bursary applications and select proposed beneficiaries on merit
4. The committee shall then compile the list of the proposed beneficiaries and the specific amount awarded and forward the same to the Management Board
5. The Management Board will then approve the proposed disbursement with or without amendments.
6. A public communication of the approved beneficiaries shall then be made by the Principal.
7. An official letter shall then be written to the student and copied to the parents and guardian on the amount awarded

1.3.5 Appeal on Disbursement

Once the bursaries have been disbursed, the decision of the Management Board will be final.

1.3.5 Principle Guiding Disbursement

1. Integrity
2. Concern for the poor

APPENDIX I: MIUC BURSARY FUND POLICY

1. The distribution will be done **ONCE** in an academic year
2. The amount to be disbursed will be 80% of the total fund annually.
3. The remaining 20% will be used to coordinate and prepare for the next bursary fundraising
4. The number of beneficiaries per year shall be limited to 50 only
5. The fund distribution shall consider gender and programme of study to ensure fairness in distribution
6. The beneficiary should be a registered MIUC student.
7. The disbursement committee shall in the allocation be guided by the degree of neediness of the beneficiary
8. The allocation will consider a student's involvement in extra- curriculum activities and active participation in college activities is a key prequalification.



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APPLICATION FOR MIUC BURSARY

A. DETAILS OF COURSE FOR WHICH YOU WISH TO RECEIVE A MIUC BURSARY

Programme of Study:

Date of commencement of study:

B. PERSONAL PARTICULARS OF APPLICANT

Title: Mr./Mrs/Ms/Br/Sr/Fr (Tick whichever is appropriate)

Surname: First Name:Maiden Name:

Gender: Marital Status:

Date of Birth: Place of Birth:

Nationality: Identity Number:

Cell Phone number:Email address:

C. FINANCIAL DETAILS

1. List all the bursaries and/or scholarships awarded or applied for, for study towards a Diploma/Degree in the current year: Reduce the table to five

	Name of the Scholarship/ Bursary	Amount	Awarded/waiting
1			
2			
3			
4			
5			

D. FAMILY BACKGROUND

Name of Father:..... ID Number:.....
 Phone No.Is he alive/Dead.....
 Name of Mother:..... ID Number:.....
 Phone No.Is she alive/Dead.....
 Name of Guardian/ Sponsor :.....
 ID Number.....Phone No.
 How many siblings do you have?.....
 State the number of those siblings in school or working : School..... Employed.....
 Indicate the occupation of your parents: Father Mother

E. DECLARATION BY THE APPLICANT

I.....in my capacity as applicant
 declare that the above particulars are complete, true and correct,

Signature of Applicant:DATE.....

Assisted by Parent/Guardian:DATE.....

F. CHECK LIST

1. Recommendation from MIUC Mentor. (**Explaining the applicant Lecture attendance, assemblies, mentoring sessions and level of need**)
2. Recommendation from the HoD (**Explaining the Academic/character/involvement in College activities and level of need of the applicant**)
3. Photocopy of ID/Passport
4. Photocopy of College (MIUC) ID Card

G. GENERAL INSTRUCTION

1. Download the form from www.miuc.ac.ke from the downloads, fill and submit to the **ACCOUNTS OFFICE** within the stipulated time.
2. Only fully completed application that are accompanied by the required documents will be accepted
3. Forms submitted after the stipulated time will not be accepted