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Kenya Medical Training College

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BURSARY POLICY

MAY 2019

TABLE OF CONTENTS

PREFACE	i
FOREWORD	ii
ABBREVIATIONS	iv
DEFINITION OF TERMS	v
1.0 INTRODUCTION	1
1.1 Purpose of the Policy	1
1.2 Scope of the Policy	1
1.3 Core Values	1
1.4 Justification for the Policy	1
1.5 Objectives Policy	1
1.6 Principles	2
1.7 References	2
2.0 FUNDING	2
3.0 PROCESS OF IDENTIFYING THE NEEDY STUDENTS	2
3.1 Criteria for allocation	2
3.2 Procedure for allocation of Bursary	3
4.0 ADMINISTRATION OF THE POLICY	3
4.1 Composition of the Bursary Committee	3
4.2 Campus Committee	3
4.3 Functions of College Bursary committee	4
4.4 Functions of Campus Bursary Committee: -	4
4.5 Role of DDA in Bursary Management	4
5.0 REFUND	5
6.0 POLICY IMPLEMENTATION	5
6.1 Implementation Date	5

6.2 Monitoring and Evaluation.....	5
6.3 Review.....	5
APPENDIX I: STUDENT FINANCIAL NEED ASSEMENT TOOL.....	6
APPENDIX II: WEIGHTING CRITERIA FOR AWARDED COLLEGE STUDENT	
BURSARIES.....	10
APPROVAL	12

PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality Medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

In response to the 2010 Constitutional agenda, the Board will continue to direct efforts at advancing community – oriented programs that respond positively to the country’s social and economic development agenda. This Policy therefore provides an analysis of the internal and external environment, and makes strong statement on the role KMTc will play in supporting the Government to realize sustainable growth in the health sector. The Board is dedicated to offer oversight on the operations and management of the College to ensure sustainable delivery of health coverage in the country and beyond. I believe successful implementation of the Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

The admission criteria for KMTC is very inclusive in ensuring all Kenyans are given equal opportunities to access training and as a result, the College admits students from all social backgrounds e.g. from the marginalized, the poor, physically challenged and gender balance. Once admitted, some students find it a challenge to pay their tuition and often times they take breaks during their training to go and work in order to raise their fees. Some end dropping out because they cannot afford and therefore missing such coveted opportunity. Its unfortunate that majority of these students come from areas where they needed to uplift the health of the communities upon completion of training because of the shortage of health workers in the same areas.

As at December 2018, the College had a total of sixty-five (65) Campuses with a total population of 33,031 students. Only 30% of the entire population is able to access bursaries, HELB loans, CDF, Rattansi and other periodic sponsorships.

KMTC has expanded its academic programs and opened new campuses with the aim of increasing training opportunities to all those who are interested and meet the admission criteria. However, these efforts are being counter affected because of the number of students who are not able to proceed with their training because of fee challenges.

The Bursary Policy advocates for a mechanism of sourcing for funds and ensuring the received funds are distributed to those who deserve. It is envisioned that through this Policy; students will have a sustainable source of financing thus facilitating effective training and support KMTC achieve its mandate on training health workforce necessary to keep our nation healthy



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

CEO	Chief Executive Officer of the College
DDA	Deputy Director Academics
KMTC	Kenya Medical Training College
KHSSP	Kenya Health Sector Strategic and Investment Plan

DEFINITION OF TERMS

For the purpose of this Policy the following operational terms have been defined as follows:

Bursary Committee:	Members appointed by the CEO to execute Bursary Functions.
Bursary:	Non- refundable funds/monies raised or donated to KMTC for tuition, accommodation or meals of students.
Loans:	Refundable funds given to students through KMTC for students tuition
Sponsorship:	Non - refundable funds given to designated students for tuition, accommodation or meals of students depending on the wish of the sponsor.

1.0 INTRODUCTION

1.1 PURPOSE OF THE POLICY

The purpose of the Policy is to guide the College in sourcing for funds, identification of needy students, equitable disbursement of bursaries and follow up on the progress of the beneficiaries during training. The Policy takes into account changing societal needs for medical education and hence the need to help the financially disadvantaged KMTC students.

1.2 SCOPE OF THE POLICY

This Policy applies to all Kenya Medical Training Campuses in relation Management of bursary.

1.3 CORE VALUES

This Policy is guided by the following core values:

- i We view staff as the most valuable resource.
- ii Dignity to our students (trainees) will be driving force behind our activities.
- iii Professionalism, Integrity and Ethics are the most important pillars of the College.
- iv Excellent and quality training through student – centered learning approach that promotes life long learning.
- v Responsiveness to health needs in a changing environment.
- vi A conducive working and learning environment that fosters effective communication, creativity, inquisitiveness, teamwork and co-operation.
- vii Equity across different individuals and/or groups in society.
- viii Establishment and nurturing of partnership with stakeholders.

1.4 JUSTIFICATION FOR THE POLICY

KMTC is committed to providing quality education and services that meet the needs of our customers and stakeholders through quality and relevant teaching, research and community service. The quality shall be grounded in intellectual and academic freedom, teamwork, quest for excellence, professionalism, discipline and continuous improvement of services. To realize this commitment, the KMTC will regularly source for funding that will be used as bursary to fund training of the less fortunate students in the College.

1.5 OBJECTIVES POLICY

The objectives of the Policy are:

- i Create awareness to students on available bursaries.
- ii Identify prospective sources of bursary funding.
- iii Identify needy students for bursary award.
- iv Equitably allocate bursary funds to needy students.
- v Disburse the allocated bursary funds to the student's account.
- vi Follow up on the progress of the beneficiaries during training.

1.6 PRINCIPLES

- i Equitable distribution of bursary funds.
- ii Bursary allocation is a process based on verifiable facts on student's needs.
- iii Timely disbursement of bursary funds

1.7 REFERENCES

This Policy is based on the following references:

- i Constitution of Kenya, 2010;
- ii Kenya Vision 2030;
- iii Kenya Medical Training College Act, 1990;
- iv Kenya Medical Training College Statutes, 2011;
- v Kenya Health Sector Strategic and Investment Plan (KHSSP, 2012 -2018)

2.0 FUNDING

- i. The sources of bursary funds may include the following:
 - a) External Direct Funding - Bursaries/sponsorship from organizations with pre-determined beneficiaries.
 - b) External indirect funding- grants or monies received by College for needy students
 - c) Internal Direct Funding-Mobilized funds by the College for needy students.
 - d) Internal Voluntary Funding by Staff members to support the students
- ii. Internal Voluntary Funding by any individual or groups shall not take the form of a fund raiser.
- iii. The Sponsor/funding agency shall not attach any personal and/or institutional interest other than that of supporting financially needy students at KMTC.
- iv. The KMTC Board of Directors shall approve Bursary funds in the annual budgets and also to oversee the external sourcing of the funding to ensure accountability & effective use of such funds.
- v. The Board of Directors may create a distinct division for resource mobilization tasked with the sole responsibility of sourcing for resources which includes bursary funds to supports the students.

3.0 PROCESS OF IDENTIFYING THE NEEDY STUDENTS

This function shall lie on the College & campus Bursary committees and shall be done as follows;

- i The College shall internally advertise the available bursaries within one month of the receipt of funds.
- ii The College shall accept applications within six weeks from the date of advertisement.
- iii The applications shall be analyzed using the set criteria to determine the level of need within two weeks after the close of application window.

3.1 CRITERIA FOR ALLOCATION

- i All non-designated funds received as Bursary to needy students will only be used for that purpose.

- ii The College through the Bursary Committee shall allocate bursary funds received to identified needy students.
- iii The College shall disburse the allocated funds to the respective students' ledger account.

3.2 PROCEDURE FOR ALLOCATION OF BURSARY

- i Awarding of Bursaries will be limited to KMTTC students only.
- ii The procedure includes: -
 - a. Formal application by individual student using the recommended application form.
 - b. Examination of the forms to determine the status of completion.
 - c. Analysis and weighting of the application forms.
 - d. Determination of possible beneficiaries using the prescribed criteria.
 - e. Generation of list of possible Beneficiaries.
 - f. Distribution of available funds using set criteria.
 - g. Approval of disbursement of funds by the CEO.
 - h. Disbursement of funds.

4.0 ADMINISTRATION OF THE POLICY

The College shall constitute the College Bursary Committee at headquarters and Campus Bursary Committee at the campus level to administer bursaries within the institution.

4.1 COMPOSITION OF THE BURSARY COMMITTEE

The College Bursary Committee shall comprise of the following members

- i Deputy Director Academics – Chairperson.
- ii Corporation Secretary.
- iii Deputy Director Finance and Administration.
- iv Registrar – Secretary.
- v Finance Manager.
- vi Deans of Faculties.
- vii Deputy Registrar Students Affairs.
- viii Corporate Communications Manager.

4.2 CAMPUS COMMITTEE

The campus committee shall comprise of;

- i Principal of Campus – Chairperson
- ii Deputy Principal Academics – Secretary
- iii Deputy Principal Finance & Administration
- iv Finance Officer
- v Two HoDs appointed by the Principal.
- vi Deputy Registrar- Student Affairs.

4.3 FUNCTIONS OF COLLEGE BURSARY COMMITTEE

- i Develop criteria for awarding bursaries to the needy students.
- ii Responsible for the sourcing, disbursement and management of all the bursaries in KMTC.
- iii Adjudicate requests for bursaries.
- iv Give feedback to sponsors/students.
- v Recommend the award of bursary to the deserving students.
- vi Solicit for bursary funds from potential partners.
- vii Ensure academic progress reports for beneficiaries are submitted to the sponsors.

4.4 FUNCTIONS OF CAMPUS BURSARY COMMITTEE: -

- i Sensitize students on the available bursary funds.
- ii Recommend bursaries for the needy students using the set criteria.
- iii Identify needy students for award of bursaries.
- iv Solicit for bursary funds from potential sponsors.
- v Ensure academic progress reports are submitted to sponsors.
- vi Disseminate information to successful applicants.
- vii Keep records regarding bursary funds.
- viii Shall declare to the College Bursary Committee all bursaries received at campus level.
- ix Shall give feedback using internal communication channels to the sponsors on disbursement of funds within two weeks and copy the same to DDA.

4.5 ROLE OF DDA IN BURSARY MANAGEMENT

- i Chair the College Bursary Committee.
- ii Shall develop mechanisms for following up the progress of bursary beneficiaries.
- iii Shall present the status of bursary to the College Academic Board once every semester.
- iv Shall ensure that relevant records of bursary are safely kept
 - a. Bursary applicants
 - b. Beneficiaries
 - c. Progress of the beneficiaries
 - d. Sponsors
- v. The Deputy Director Academics may delegate such functions to any of the Registrars within the Academic division.

5.0 REFUND

- i. The College shall declare all excess bursary funds to the respective sponsors.
- ii. The College shall propose to sponsors the re-allocation of the excess bursary.
- iii. The beneficiaries of the excess bursary fund shall meet the awarding criteria of the sponsor/ college.
- iv. The College shall not refund any excess money to the beneficiaries unless with the authority from the sponsor.
- v. The excess bursary fund shall be the last payment in the student's account.
- vi. There shall be no transfer of excess funding from one student to another nor diverted to any other use.
- vii. Notwithstanding Sub Clause (f) above, the CEO may authorise transfer of funds from one beneficiary to another upon request from the sponsoring Body.

6.0 POLICY IMPLEMENTATION

6.1 IMPLEMENTATION DATE

This Policy takes effect on the date it is approved by the KMTC Board of Directors.

6.2 MONITORING AND EVALUATION

- i. The College Bursary Committee shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.
- ii. The College Bursary Committee shall:
 - a. Develop and maintain strategies and mechanisms for monitoring and evaluation of this Policy.
 - b. Undertake regular check on implementation of the Policy.
 - c. Carry out annual evaluation on the implementation of the Policy.
 - d. Use the information for planning and management.
 - e. Propose potential areas for review.

6.3 REVIEW

The Policy will be reviewed after every three (3) years or earlier as need arises with an aim to enhance efficient delivery of effective outcomes.

APPENDIX I STUDENT FINANCIAL NEED ASSEMENT TOOL

To be filled neatly and in CAPITAL/BLOCK LETTERS

SECTION A (TO BE FILLED BY THE APPLICANT)

Affix a
Photograph

Personal Information

1. Full Names.....
2. College admission Number.....
3. Course.....Department.....
4. Identity Card No./Birth Certificate /NPR No.....
5. Date of birth.....
6. Age.....Sex.....
7. Do you consider yourself having any form of Disability (Yes) (No)
If yes specify.....
.....
8. Place of Birth (Sub County)
9. Religion.....
10. Nationality.....
11. Contact address.....Mobile No.....
12. Email Address.....
13. Marital Status.....
 - I. Full names of spouse.....
 - II. Contact address.....
 - III. Mobile No.....
 - IV. Place of employment.....
14. Where you come from? (As per ID/Passport)
 - I. County.....Sub County.....
 - II. Ward.....Location.....
 - III. Sub-location.....Village
 - IV. Name of Chief..... Mobile No.....
 - V. Name of Sub-Chief..... Mobile No.....
15. Status of Family/Guardian
 - (a) Father (Name).....
Address.....
Mobile No.....
Occupation.....
Alive/Diseased (tick appropriately)
Married/ Single (tick one)

- (b) Mother (Name).....
 Address.....
 Mobile No.....
 Occupation.....
 Alive/Diseased (tick one)
 Married/ Single (tick one)

- c) Siblings
 No of siblings aged 0-5
 No. of siblings aged 6-10
 No. of siblings aged 11 - 18
 No. of siblings aged Above 18 yrs
 No. of siblings in School
 Total No. of siblings employed
 Types of employment of siblings

- (d) Guardian (Name)(if available).....
 Address.....
 Mobile No.....
 Occupation.....
 Relationship

16. Marital Status of the parents (if alive)(tick appropriately)

- a. Living together ☐
 b. Separated ☐
 c. Divorced ☐

17. Social/Economic status

- Type of Housing (Permanent) (Temporary)
- Own House Yes ☐ No ☐
- Land Ownership (Yes) ☐ (No) ☐
- Land acreage of the family
- Type of business owned by family (if any)
- Other Family Assets available (list)
- Cows, Goats, sheep

Responsibility of Fee Payment

18. Fees paid by (tick appropriately)

- Parent ☐
 Self ☐
 Guardian Sponsor ☐

If sponsor: Name.....
 Address.....
 Mobile No.....

19. Who among the extended members of the family supports you financially when in College

.....

20. How much per year (average)

21. Have been sponsored before Yes ☐ No ☐

If sponsored Name of Sponsor

Reason for sponsorship

22. Any other information relevant to this application?

.....

.....

23. Supportive documents attached:

.....

NOTE

- Oral interview may be done when necessary
- Further clarification may be sought through the official channels provided when needed

SECTION B (Mandatory Requirement)

Chief/Sub-chiefs Comments

.....

.....

.....

Certification by Chief/Sub – chief

I certify that information given by the applicant is true to the best of my knowledge.

Name of Chief/Sub – Chief

Signature.....

SECTION C

STUDENT'S DECLARATION (Total Marks 5)

I hereby certify that information given above is true and correct and can be subjected to verification.

Name.....ID.No.....

SignDate.....

SECTION D

FOR OFFICIAL USE ONLY (Total Marks 15)

(a) Class Lecturer Comment on:

(1) Student discipline

(2) Academic performance

(3) Why in your opinion you consider student is needy.....

.....

(4) Confirm completion of the form.....

(b) HoDs Comments.....

Name.....

Sign.....Date.....

(c) Recommendation on the need status of the student

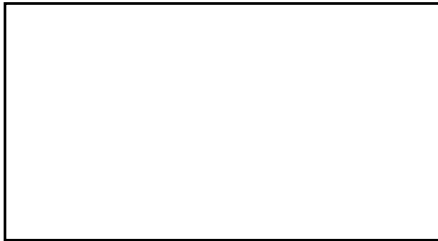
1) Recommended for bursary

2) Not recommended for bursary

Campus Principal's Name.....

Signature.....Date.....

Stamp



APPENDIX II WEIGHTING CRITERIA FOR AWARDING COLLEGE STUDENT BURSARIES

Personal Information

Marks 5

Fully Complete information and tallying with admission form in Students file

Status of Family/Guardian

Marks 20

Not working

No. of Siblings in school

Diseased

Disabled

Marital Status of the parents

Marks 10

Separated

Divorced

Single

Social/Economic status

Marks 15

Land ownership

Land Size

Family Business

Other Assets

Responsibility of Fee Payment

Marks 20

Both Parents

Father

Mother

Guardian (Sibling, Relative, Sponsor, Well wisher)

Chief/Sub – Chief

Marks 10

Comments

Signature

Official Stamp

Student's Declaration

Marks 5

Class Lecturer's Comment

Marks 5

Knowledge of student

HoDS Comments

Marks 4.

Knowledge of student's status

Principal Recommendation

Marks 6

Reason for recommendation

APPROVAL

Title : Bursary Policy

Contact : Deputy Director Academics

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.

15th May 2019
Date



KMTC is ISO 9001:2015 Certified.

Kenya Medical Training College


PO BOX 30195-00100

Nairobi, Kenya.

Tel: 020-2725711/2/3/4

0737-352543 | 0706-541869 | 020-2081822/23

Website: www.kmtc.ac.ke

 : @Kmtc_official

 : @KMTCoifficial