



# THE KENYA SCHOOL OF LAW

## ENDOWMENT FUND SCHOLARSHIP GUIDELINES

### **A. ELIGIBILITY CRITERIA**

1. Must have a valid admission letter into the Advocates Training Programme or Paralegal Studies Programme from Kenya School of Law.
2. Must be above 18 years of age, but not older than 27 years.
3. Must be a Kenyan national.
4. Must submit an application in the prescribed format accompanied by:
  - i. **Two colored passport size photos;**
  - ii. **Certified copy of birth certificate;**
  - iii. **Certified copy of national identification card;**
  - iv. **Certified copies of LLB academic transcripts and certificate;**
  - v. **Certified copy of KCSE or equivalent;**
  - vi. **For orphans, certified copies of the death certificates of parents/guardians;**
  - vii. **A letter from your area Chief in support of your application;**
  - viii. **Plea statement on why you should be awarded the scholarship, clearly indicate your financial situation and how you have financed yourself so far;**
  - ix. **Evidence of previous financial support e.g. HELB;**
  - x. **Certificate of Good Conduct; and**
  - xi. **Any other supporting documents;**

### **B. APPLICATION PERIOD**

Applications for students for the Advocates Training Programme should be received should be received ten working days before the commencement of registration during the academic year the student intends to join.

Applications for students for the Diploma in Law (Paralegal Studies) should be received ten working days before the commencement of registration during the academic year the student intends to join.

No applications shall be received after the lapse of the application period.

### **C. PROCESSING TIME**

Two (2) weeks from the lapse of the application deadline.

### **D. COMMITTEE COMPOSITION**



There will be an Endowment Fund Committee who will be composed of;

- a. **Deputy Director- Chairperson**
- b. **Assistant Director Advocates Training Programme and Paralegal Studies**
- c. **Assistant Director Finance and Administration.**
- d. **Finance Manager**
- e. **Paralegal Studies Programme Coordinator**
- f. **Student Representative**
- g. **Academic Manager, as the Secretary.**

#### **E. ASSESSMENT CRITERIA**

The Committee's assessment will be guided by the following;

- a. **Academic excellence.**
- b. **The financial circumstance of an applicant.**
- c. **Evidence of good conduct.**

The Committee's recommendations are forwarded to the Director for concurrence prior to an award being proffered/denied.

#### **F. SCHOLARSHIP BENEFITS**

- a. **100% fees tuition; or**
  - b. **A partial fees tuition; or**
  - c. **Accommodation scholarship to a maximum Kshs. 10,000/month for the one year training;**  
**or**
  - d. **Text book stipend of Kshs. 15,000 for the one year of training;**
  - e. **Monthly stipend of Kshs. 10,000 for a maximum of the one year training.**
- The Committee has the discretion on which scholarship to provide despite an applicant's request.
  - Fees scholarships will be paid directly into the Kenya School of Law school fees account, no money shall be provided to the awardee.
  - Accommodation and monthly stipends will be disbursed on a quarterly basis. The Disbursement shall be into the student's registered bank account. The Text Book stipend shall consist of provision to the Student of a voucher redeemable at a bookshop of the Fund's choice.



## G. SANCTIONS

An awardee is expected to abide by the following conditions;

1. Meet all other requirements for registration.
2. Abide by all the School's guidelines, rules and regulations.
3. Ensure they are not convicted of a criminal offence resulting in a custodial sentence of three (3) months or more.
4. Any other circumstance, act and/omission that the Committee deems may bring the School into disrepute.

In the event that an awardee is found to have breached any of the above conditions their scholarship may be withdrawn.