



Terms of Offer for DAFI Tertiary Education Scholarship Program in Kenya

Dear New DAFI Scholar,

The Windle International Kenya (herein after referred to as Windle Kenya) has the pleasure of administering this sponsorship offered to you by the DAFI Scholarship programme. We hope that this sponsorship will lead to a successful completion of your study and enable you to contribute more meaningfully to your immediate community. We have set out below some guidelines for this sponsorship.

You are enrolled to undertake:

Course: _____ at _____

Duration (academic years): _____ fulltime mode.

You are not entitled to change the terms of this course, place or mode of study without the written authority of the Windle Kenya.

A. Period and Scope of Scholarship

1. The scholarship is tenable for the academic year 2017 only and may be renewed in subsequent academic years subject to availability of funds and upon receipt of satisfactory academic results from your faculty.
2. The scholarship is offered on condition of (a) good personal conduct, (b) proof of acceptable academic performance and (c) availability of funding.
3. This scholarship is intended to cover specifically the expenses of the individual student only. It will not cover the dependants of family members.
4. The sponsorship is tenable only for the indicated institution and academic course. It is therefore not transferable to any other school or programme without prior approval of UNHCR and Windle Kenya.

B. Financial Support

5. Your entitlements under this sponsorship shall include payment of your **tuition and related fees** directly paid to the institution and a specified monthly **subsistence allowance** for your living expenses and **travel allowance** for your travel costs paid directly to you.
6. The subsistence and travel allowances shall be supplied to you **every quarter**. No additional funds shall be available during the academic year, unless merited by unforeseen circumstances, which will require authorization by UNHCR.
7. There shall be no advance payment of allowances. Ensure you budget appropriately for your expenses.

8. Mode of Payment

- a) There shall be no cash transactions for any of the payments, either personal or institutional. As a scholar, you shall provide your bank accounts details for the office to remit your personal allowances.
- b) To qualify for allowances, you shall submit your tuition fees invoices and statement from the institution, accompanied by academic result slips and related support documents from your academic institution at least three weeks before the anticipated date of payment.

9. *Allowances for Learning Materials and Research/ Fieldwork:*

7.1: A limited amount shall be allocated each year to each student to purchase **course books and related learning materials**. The allocation shall be according to the level of the academic programme. Ensure that you utilize your books allowance for its purpose in order to enhance your academic performance.

You are advised to utilize the library and other electronic facilities in your institution to substitute course books you may not be able to purchase. Windle Kenya shall not top-up any cost above your allocated amount.

7.2: Supplementary study allowance for research/fieldwork and thesis shall be granted if funds are available. Any such request must include your budget for the activity and notification from your academic supervisor or Dean of faculty specifying the costs involved. You must inform the Windle Kenya designated project staff about this at least one semester in advance. Before any payment, Windle Kenya shall authenticate your request with your academic faculty.

10. In case of unforeseen closure of your institution, you shall continue to receive a subsistence allowance for a period of 3 months during which time you are expected to undertake approved constructive activities. Thereafter, the provision of allowances shall be reviewed.

C. **Academic Performance and Leave**

11. Academic requirements:

- a. You must maintain a full academic workload of your course. Part-time studies are not permitted.
- b. You must maintain a minimum score of 60%. You shall receive a warning if you score lower than this and you stand to lose your scholarship if you score below 50%.
- c. If you are asked to re-sit a paper or retake a course unit, it shall be at your own expense.

Windle Kenya request shall, at its discretion, contact the academic institution directly to assess your progress. Poor performance in examinations shall be sufficient ground for UNHCR and Windle Kenya to withdraw your scholarship.

12. ***Submission of Academic Results and Communication:*** You shall submit your valid academic transcript for each semester promptly at the beginning of the new semester. Tuition fees shall be remitted against your academic result transcripts. You must report official communication from the institution you are studying. Withholding such information shall be penalized.

13. Should you, for medical or compassionate reasons be required to withdraw from your academic program, you must first seek written approval from Windle Kenya. Reinstatement of your scholarship shall be at the discretion of Windle Kenya.

D. **Code of Conduct**

14. You are expected to apply yourself seriously to your studies, abide by the rules and regulations of your institution and abide by the rules of good conduct towards fellow students, the institution's staff, and staff of Windle Kenya, UNHCR and partner institutions/ organizations. Any misconduct on your part will be sufficient grounds for UNHCR and Windle Kenya to withdraw your scholarship.

15. Any dishonesty, lack of effort, misconduct and repeated absence from class without valid justification and written consent from Windle Kenya may result in the termination of your scholarship.

16. Ensure that you are aware of and adhere to the rules and regulations at your institution.
17. It is important also to observe the laws of the country failure to which could lead to incarceration by country's law enforcers

E. Other Scholarships and Resettlement Cases

18. You are not expected to solicit for or receive funds in favor of your studies from any other source including individuals, humanitarian agencies or organizations during the tenure of your scholarship without written approval of Windle Kenya. Failure to do so shall result in immediate withdrawal of your educational assistance.
19. You are not expected to apply for any resettlement programme facilitated by UNHCR or its partners during your scholarship tenure. Cutting short this scholarship before completion in favour of resettlement can be a selfish act that denies a deserving potential fellow refugee a lifetime education opportunity.
20. You are not eligible for any other education scholarship or sponsorship programme, such as WUSC or DD Puri, implemented by Windle Kenya during the term of this agreement.

F. Participation in Program Activities and Contribution to the Community

21. You shall attend and participate in the annual DAFI students' workshop. Appropriate disciplinary action shall be administered if you fail to attend. You shall also participate actively in the DAFI students' support group in your institution of study and other activities Windle Kenya may bring to your attention.
22. During your scholarship tenure, you shall contribute to the community by engaging in voluntary service and related activities while on campus.
23. During institutional off-semester vacations, you shall undertake constructive activities that include paid employment, community work and internship. Before undertaking the vacation, you shall take the initiative of proposing community contribution for discussion with Windle Kenya contact persons in your camp or location. You shall then report to Windle Kenya, in consultation with your immediate supervisor, your participation in these activities failure to which you shall forfeit your monthly allowance for the period of the vacation.

G. Medical Provision

24. You shall be covered under the National Health Insurance Fund (NHIF) for your medical needs. Should you require supplementary medical service, you shall seek such medical attention, at your expense, from a medical facilitate of your choice.

H. Refugee Registration Status

25. ***Immigration Status and Documentation***: It is your responsibility to ensure that you regularize your status documentation to avoid legal penalties. In this respect, ensure that your UNHCR and Government of Kenya protection and movement documents, students pass and other documents are valid at all times and you submit copies for filling in Windle Kenya office. Documents that expire must be renewed or replaced immediately.

I. Contact Offices

26. Your point/ Contact officers

In the course of your studies, the following officers will be your key contact points:

Nairobi	Dadaab	Kakuma
Name : Mr. Bramwell Kasaya/ Ms. Rebecca Mbaya/ Mr. Dominic Nyabuto	Name: Ms. Norah Kariba	Name: Mr. Joel Ndingi
Switchboard: +254 20 2606516-9 or +254 721 551451 windle@windle.org	Cell: +254 708 988625 Email: norah@windle.org	Cell: +254 708 988640 Email: joelndingi@windle.org
Staff: brkasaya@windle.org , +254 708 988642 rmbaya@windle.org , +254 705 379565 dnyabuto@windle.org , +254 708 726612		

In their absence, contact other officers in Windle Kenya offices in your camp or location. In case of emergency, call UNHCR Radio room (+254 20 4232000 or +254 722 205186) which operates 24 hours.

You must notify Windle Kenya office about any travel plans from your regular location a day before the scheduled day of travel. Windle Kenya shall not be liable to intervene in any way whatsoever for students who travel without notifying the office and those who travel with expired travel passes.

J. General Information

27. The DAFI Programme aims to assisting you to complete your studies successfully and to support your efforts to seek employment relevant to your studies. In order to remain informed of your progress, UNHCR and Windle Kenya kindly request that you:
- Complete the UNHCR form for DAFI scholars six months after your enrolment in the DAFI Programme (or earlier if employment is obtained).
 - Inform Windle Kenya office when and where you obtain employment.
 - Inform Windle Kenya and UNHCR offices of your contact address for a period of at least two years after completion of your studies.

K. Sharing information with academic institution

Upon acceptance of this offer, a copy of this form will be shared and discussed with the dean of your academic faculty and the finance department in order to let the institution know the conditions under which this scholarship is offered.

L. Obligation upon completion of your studies

When you complete your studies, you shall obtain clearance from the academic institution and ensure any outstanding tuition fees balance and caution money is remitted back to Windle Kenya. Your graduation allowance shall not be remitted to you until you submit to Windle Kenya office your clearance certificate, current statement of accounts and related documents from your university.

We expect that you shall adhere to these terms.



MARANGU NJOGU

Dr. Marangu Njogu
Executive Director
November 30, 2017



DAFI TERTIARY EDUCATION SCHOLARSHIP PROGRAM IN KENYA
ACCEPTANCE OF OFFER

Should you accept this offer of sponsorship and the terms of agreement specified above, please sign in **duplicate** and return one copy of this *Terms of Agreement* to the Windle Kenya office in your location.

Name <i>(as stated in academic document)</i> :	
GoK and UNHCR Registration: GoK ID or Waiting Card Number: _____ UNHCR Ration Card <i>(for camp-based)</i> / Mandate Registration <i>(for urban-based)</i> number: _____ Individual File Number: _____	
Email Address:	Phone Number/s:
Course Admitted:	Duration <i>(Academic Years)</i> :
Institution Admitted <i>(include specific campus)</i> :	
Signature and Date: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <i>Day</i> <i>Month</i> <i>Year</i> </div>	

Next of Kin	Name of Kin: Relationship: Residence: Cell phone: Email Address:
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