



# KSF INTERNATIONAL

## MEMORANDUM OF UNDERSTANDING

Between

KSF International

and

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Complete name of school

### 1. INTRODUCTION

Kenya Scholarship Fund International (hereinafter referred to as “KSF”) Scholarships (hereinafter referred to as “Scholarships”) are based on various primary criteria. While financial distress is an important consideration, other factors such as resilience demonstrated ability to overcome adversity, resourcefulness and active participation in extra-curriculum activities and as well community involvement all increase ones ranking. Written communication skills and early expression of interest in a career direction is an added bonus.

KSF proposes to pay an annual total of three hundred and six dollars (\$360.00) towards school fees on a term-by-term basis for students (hereinafter referred to as “Students”) attending \_\_\_\_\_ School (hereinafter referred to as “School”) who have been selected by KSF to receive such scholarships.

Details of the funding to be provided by KSF are specified below. Apart from the obligations specifically undertaken by KSF in this MOU, no other obligations or payments are implied or shall be made by KSF.

In order to obtain and/or maintain this funding by KSF both School and Students must meet the terms and conditions laid out below.

### 2. KSF

2.1 KSF shall pay three hundred and sixty dollars (\$360.00) towards the current annual school fees on a term-by-term basis for those students awarded scholarships provided that both School and Student continue to meet the conditions required for scholarship award.

2.2 KSF may at its sole discretion and without reason cease paying further school fees for any or all Students at any time.

2.3 KSF shall not be responsible for or pay for any arrears in school fees currently owing at the time of scholarship award.

2.4 At KSF’s sole discretion, KSF may pay part or all of any Student’s fees in arrears as further funds become available to KSF, provided that School does not charge any interest, overheads or other additional amounts over and above the fees originally in arrears.



### **3. SCHOOL**

3.1 School shall appoint a KSF Scholarship Administrator (hereinafter referred to as “Administrator”) who shall be authorized by School to communicate with KSF and act on behalf of School with regard to Scholarship administration including invoice and receipt preparation, Student reporting and communications, and other matters that may from time to time arise. Costs to School for administering the Scholarships shall be paid for by the School and not deducted from the scholarship funds.

3.2 Prior to the commencement of each academic year, Administrator shall provide to KSF all Student documentation required for Scholarship award or continuation. Such communication shall be made sufficiently in advance to permit the transfer of funds to School’s account in a timely fashion. Communications shall be by electronic or conventional mail or courier as required by the circumstances.

3.3 On receipt from KSF of Scholarship funds by School into School’s account, Administrator shall arrange for an official signed receipt to be sent from School to KSF showing the amount of fees credited to the account of each Kenya Scholarship Fund Terms and Conditions of Scholarship Award Student. The total of such fees paid into Student accounts shall be equal to the amount of funds paid into School’s account by KSF.

3.4 All scholarship monies received by School shall be applied to Student’s current school fees and not to Student’s school fees owing in arrears, unless such payment for school fees in arrears is specifically approved by KSF in writing on a case-by-case basis.

3.5 If requested by KSF, Administrator shall make arrangements for any Student to communicate directly with a sponsor (hereinafter referred to as “Sponsor”) who is providing funds for a Scholarship for such Student. The intent is to provide motivation for Sponsors who wish to broaden their or their children’s understanding of the Kenyan culture and peoples, or who wish to take a personal interest in the welfare of Student. Additionally, the establishment of such a long term relationship may provide Student with additional benefits from Sponsor in terms of sponsorship for pursuing further education at the university level. School and KSF shall take all necessary precautions to maintain security for the Student by assuring that information provided by Student to Sponsor is appropriate in maintaining Student’s safety.

### **4. STUDENT**

#### **4.1 Scholarship Award**

In order to be considered for the awarding of a Scholarship, Student must meet the following requirements:

4.1.1 Maintain passing grades.

4.1.2 Submit the “Student Application” form that includes a statement in support of the scholarship request (review to make sure it is free of typographical errors)

4.1.3 The “Student Application” form includes a release giving KSF permission to obtain Student report cards.

#### **4.2 Scholarship Continuation**

Student must meet the following requirements and provide the required documentation to Administrator for forwarding to KSF prior to the awarding of Scholarship at the commencement of each term.:



4.2.1 Submit a one or two page Essay summarizing Student activities over the prior year. Scholarship Recipients should try and participate each year in a Project that benefits the community and include a description of the prior year activity in the Essay.

4.2.2 Maintain passing grades as evidenced by a copy of Student's report card for the prior term.

4.2.3 If Student fails to maintain passing grades, Student shall be placed on Probation for one term. Failure to Improve Student Grades during the probationary period shall result in automatic disqualification for the Scholarship.

4.2.4 No Disciplinary Problems. In the event that Student has had any disciplinary problems, please write a separate letter explaining the circumstances surrounding the disciplinary action taken against Student.

## 5. BINDING AGREEMENT Kenya Scholarship Fund Terms and Conditions of Scholarship Award

Both School and KSF agree to the terms and conditions set forth above in this MOU, and agree that no other obligations, terms or conditions other than those explicitly stated above shall attach to either party.

Signed this on: \_\_\_\_\_  
Day Month Year

### On behalf of School:

Headmaster/Headmistress:

\_\_\_\_\_  
Name Signature Official school stamp

Signing Witnessed by: \_\_\_\_\_  
Name Signature

### On behalf of KSF:

\_\_\_\_\_  
Name Signature