

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION AND CULTURE**



**EDUCATION SECTOR DEVELOPMENT PROGRAMME**

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**GUIDELINES FOR THE PROVISION OF SCHOLARSHIP GRANTS TO  
SECONDARY SCHOOL PUPILS FROM LOW INCOME HOUSEHOLDS**

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## **ABBREVIATIONS**

DEO	District/Municipal/Council Education Officer
ESDP	Education Sector Development Programme
GRR	Government Revenue Receipt
MOEC	Ministry of Education and Culture
PEDP	Primary Education Development Plan
PSLE	Primary School Leaving Examinations
REO	Regional Education Officer
SEDP	Secondary Education Development Plan

## 1.0 INTRODUCTION

The Provision of Scholarship Grant to Secondary School Pupils from low income Households is a Government Scheme intended to facilitate acquisition of Secondary Education to academically able pupils whose families cannot afford to pay for their secondary education.

The scholarships scheme will cover all the districts in the country. The intention is to sponsor 12,000 standard VII leavers each year who qualify for secondary education intake based on PSLE results. The allocation for each district will differ depending on the number of standard VII leavers in a particular district. The following formula will be used to determine the number of pupils to be sponsored in each district: Total number of standard VII leavers in the district divided by the total number of all the standard VII leavers in the country times the total number (12,000) to be sponsored in the country. The implementation of the scheme requires clear guidelines to ensure that only the eligible children get the assistance.

This booklet provides guidelines for implementation of the Scholarship Grant scheme.

Implementation of the scheme is hinged on four major aspects which are:

- Participation.
- Accountability
- Monitoring
- Transparency
- Pro-poor Targeting

The chief actors are;

1. Pupils and Parents,
2. Head Teachers, Teachers and School Committees in respect of primary schools,
3. Village Government and community members,
4. Heads of Schools, Teachers, School Accountant and School Boards in respect of Secondary schools,
5. District Education Officers and Council Executive Directors,
6. Regional Education Officers,
7. School Inspectors,
8. The Ministry of Education and Culture.

Cooperation among the stakeholders of the Scholarship Grant provision is essential for identification of eligible Pupils from low income households. Every participant at each level should participate fully for the successful implementation of the scheme.

## 2. The Scholarship Grant

### 2.1 Definition of Terms:

For the purpose of these guidelines, the following phrases shall have the following meanings:

#### 2.1.1 Village Government:

- (a) Village(s)/mtaa government.
- (b) In cases where a school serves more than one village "village government" means the Governments of the villages served by that particular school.

**2.1.2 Community:**

The residents of the village/mtaa served by the school

**2.1.3. District Education Officer:** means Local Government Authority Education Officer

**2.1.4. Ministry:** Ministry of Education and Culture

**2.2 The Basis of the Scholarship Grant:**

2.2.1 That the communities are given the mandate to decide who should be given the Scholarship Grant because they know those among the community who deserve it.

2.2.2 The Scholarship Grant is meant to cover all basic school requirements of the Pupils. Other needs which will be covered by communities.

2.2.2 Recipient Secondary schools have the responsibility to disburse as stipulated in the guidelines.

**2.3 Basic Procedures under the Scholarship Grant**

2.3.1 Selection of pupils from low income households, who are academically able to pursue secondary education,

2.3.1 Payment of the Scholarship Grant funds into the account of the schools which receive scholarship Pupils.

2.3.2 Monitor implementation of the scheme.

**3. The Guidelines:**

**3.1 Purpose of the Guidelines at Different Levels**

**3.1.1 Central**

Facilitate monitoring of the scheme

**3.1.2 District**

Make the Scholarship scheme transparent as well as to ensure that the pupils eligible for Scholarship are enrolled in government secondary schools. They also clarify the selection process of the Scholarship.

**3.1.3 Secondary School**

To make the school, being principal player, realize its role in making the scheme a success.

**3.1.4 Community**

Guide community in identifying the Scholarship Grant recipient and in carrying out the exercise of nominating the targeted pupils effectively. Moreover, the whole process calls for discussions on issues pertaining to education for the economically disadvantaged and hence raising community awareness on importance of assisting the needy.

**3.2 Role of Each Stakeholders**

**3.2.1 Parents/Guardians**

(a) Sign a Memorandum of Understanding with the village government in agreement with the regulations of the Scholarship Grant. (refer to appendix 2)

### **3.2.2 Village/Mtaa Government:**

- (a) Inform the village community about Scholarship scheme.
- (b) The village government makes an eligibility list of poor but bright pupils for the Scholarship based on attendance and academic performance records of the pupils as provided by the school.
- (c) After the PLSE results the village government will send recipient names to the DEO through the WECs.

### **3.2.2 Head teachers and school committees:**

- (a) Select and prepare a list of the names of pupils who have high academic ability known by the school to come from a poor family or are unable to cover costs for education who may qualify for the Scholarship.
- (b) Send the selected list of ten names to the village government from which the government will make an eligibility list.
- (c) Keep records of pupils who have received Government Scholarship.

### **3.2.4 District Education Officer:**

- [a] Sends information to the village Government on the number of vacancies available for sponsorship.
- (b) Receives names of recipients from the Ward Education Coordinator after PSLE results.
- (d) Submits names of recipients of government sponsorship to Regional Education Officers.
- (e) Submits a copy of the list of names of pupils who have been selected including the eligibility criteria used to the Permanent Secretary - Ministry of Education and Culture.
- (e) Keeps correct records of the Scholarship.

### **3.2.3 Secondary Schools:**

- (a) Educate Pupils, provide reports on enrolment, attendance of the Pupils sponsored by government to village government, REO and MoEC.
- (b) Sign a memorandum of understanding between the school and the Ministry of Education and Culture on the Scholarship Grant provided. (*refer to appendix 3*)
- (c) Manages the Scholarship funds through the school account.
- (d) Provide appropriate guidance and counseling to recipients of Scholarship.

### **3.2.4 Secondary School Inspectors:**

- (a) Audit the names of Pupils who receive Scholarship in each secondary school.
- (b) Monitors the Pupils welfare and progress and encourages them to work hard and improve their performance.

### **3.2.5 Ministry of Education and Culture:**

- (a) Receives the list of names of Pupils to be sponsored and the secondary schools they will be enrolled into.

- (b) Compiles the names of the Pupils and their schools and calculates the amount of funds to be disbursed to each school according to the number of Pupils.
- (c) Disburses Scholarship funds to the bank accounts of the secondary schools where the Pupils are.
- (d) Keeps correct records and evaluate the scheme.

### 3.3 **Criteria for Eligibility**

The level of poverty amongst members of the community differs from one part of the country to the other.

It is important to keep in mind the condition prevailing in a particular community when addressing levels of poverty amongst community members.

However, when carrying out the exercise of identifying the eligible pupil, to be targeted for the Scholarship Grant, transparency should be adhered to.

#### 3.3.1 Pupils eligibility:

The pupil should:

- (a) Have passed the PSLE
- (b) Have been selected to join Form I in a government secondary school
- (c) Wishes to pursue Secondary Education.
- (d) Have no other support in form of sponsorship.
- (e) Be one who cannot or whose family cannot pay for the costs of education of the Pupil.

#### 3.3.1 Parent/guardians eligibility

The parents or guardians of the recipient pupil will be economically unable to support the Pupils education costs.

### 3.4 **Implementation Steps/Procedures**

The Process of Selection proceeds as follows:

#### **Step1: Primary School Level**

- (i) The Primary school head-teacher, the school committee, and the village government will inform the village and school community about the Scholarship. Interested Std. VII pupils will submit an application to the village government.

- [ii] The primary school head-teacher and school committee will compile a list of Std VII pupils who would not be able to afford to attend secondary school unless assisted by the Scholarship. From this list they will select up to ten best performers. Performance will be assessed by taking into account academic performance from Std V and Std VI and mid-year results for Std VII, as well as the pupil's character, and desire to pursue secondary education.

#### **Step 2: The Village/Mtaa Level**

- [i] The village/mtaa Government scrutinizes this list and ranks them in an eligibility order of merit with the poorest coming first. The list will await the PSLE results.

- [ii] After the PLSE results, the village/mtaa Government chairperson organizes a meeting to be attended by the head teacher, members of the school committee, and the community. The village/mtaa Government chairperson appoints a secretary to keep minutes. During the meeting, the head teacher and village/mtaa Government chairperson explains the selection process. The meeting will vote guided by the eligibility criteria by simple majority to select the recipient of the scholarship.

The village Government through the WECs will send the list of names of the scholarship recipients to the DEO including minutes of the selection meeting and eligibility criteria used. They will also send a second list of an equal number of reserve candidates in case the targeted candidates do not take up their places under the scholarship scheme.

- (iii) The parent/guardian and the pupil will sign a memorandum of understanding with the village government to show that the pupil agrees to pursue secondary education.

### **Step 3: District Level**

- (i) The LGA allocates scholarship places to wards and villages.
- (ii) The DEO informs the ward the number of scholarship places available for the ward before PSLE results.
- (iii) After the PSLE results, the DEO informs the Primary Schools of Pupils selected to Secondary Education in Government schools.
- (iv) The DEO compiles a list of Scholarship recipients from all participating primary schools in the district and forwards this list to the REO. He/She will also compile and submit to REO a second list of reserve candidates. This will be done immediately after the selection of the recipients in the villages.

### **Step 4: Regional Level**

- (i) The Regional Education Officer will forward the list of Scholarship names to the Permanent Secretary, Ministry of Education and Culture with a copy to respective secondary schools. This list will contain the following information on each Pupil.
- PSLE Exam Number.
  - Name of candidate
  - The Primary School attended/village/mtaa/ward
  - The secondary school selected to
  - Reasons for eligibility

This information should reach the MoEC not later than the first week of January.



### **Step 5: Secondary School Level**

- (ii) The head of the secondary school into which, the supported pupil has been selected officially informs the parents/guardian of the selected pupil, and sends them the official joining instructions.

## **3.5 Sponsorship Funds**

### **3.5.1 Conditions:**

Conditions for the implementation of the Scholarship include the following;

- (a) The Pupils enrolled under this scheme will be given funds for all the four years of secondary education (Form 1-4).
- (b) Pupils should preferably study in the same school until they complete Form 4 unless it is absolutely necessary that a transfer must be effected.
- (c) Pupils enrolled under this scheme are required to stay in school for the given length of education level.
- (a) Pupils under the scholarship scheme are required to maintain good academic performance.
- (b) Those who perform well and are selected for Form 5 will also be supported under the scholarship scheme until they complete Form 6.

### **3.5.2 The amount of funds:**

3.5.2.1 The funds provided under the Scholarship are to enable a pupil acquire minimum essential requirements for studying. The Scholarship recipients should not be subjected to other school contributions. The amount allocated per Pupil on average is estimated at 180,000/= per year but the actual amount disbursed each year will be as per Scholarship Analysis shown in *Appendix 6a – 6d*.

Table 3.5.1: **Summary of Scholarship Allocation**

<b>Form</b>	<b>Boarding</b>	<b>Day</b>
1	272,000	188,000
2	153,000	133,000
3	211,000	177,000
4	163,000	143,000
5	260,000	165,000
6	155,000	140,000

3.5.2.2. Brief explanation on the cost items considered in the Scholarship Recommendation:

- (a) Uniforms, Mathematical set, school badge, bed sheets etc. Life span for these items is considered to be two years.
- (b) Pocket money:

Day Pupil is supported Tsh. 15,000/= per term while boarding Pupil is supported Tshs. 10,000/= per term. The difference is due to the varying learning environment the Pupils are subjected to.

- (c) Medical expenses:  
Joining instructions from most Secondary Schools demand between 1000/= to 3,000/= for medical services. Most of these Pupils are also supported by their parents. However, the Pupils from poor families will solely depend on government Scholarship, so assistance of Tshs. 4,000/= per term.
- (d) Transport:  
The figures for transport are for budgetary purposes. Funds will be pooled together in the school account. The school management team will allocate funds to Pupils depending on the distance each Pupil has to travel.
- (e) Examination fees:  
These are charged at Form 2, form 4 and 6 National Examinations at a rate ranging from 10,000/= to 30,000/= Tshs.
- (f) Beddings:  
Beddings are basic requirement for boarding Pupils and 40,000/= Tshs has been allocated to this item.
- (g) Sports gear:  
Sports gear is essential requirement for a Pupil to enable him/her to participate in sports and games. The cost allocated is 20,000/= Tshs. for the whole period of four years.
- (h) Other items for the day Pupils will be covered by the pocket money and transport allowance which is slightly higher than the boarding Pupils' allocation and will be given every term.

#### **1.1.1 Remittance of Bursaries to school**

- (a) The recipient's schools will send the following information to Ministry of Education and Culture: Banker, name of the Branch, name of the A/C and the A/C Number.
- (b) The Ministry of Education and Culture will send bursaries to each school's account.
- (c) Consolidated list of pupils per school showing names and districts where they come from will be sent to every recipient's school along with the Scholarship.

#### **3.5.5 Information to Recipient Pupils:**

After the funds have been received, the respective Pupils should be informed of the funds received and the expenditure breakdown. The funds will be used for the essential tuition items as shown in the Scholarship analysis.

### **3.5.6 Acknowledgement**

The School head will acknowledge receipt of Scholarship by issuing a ERV for that amount, a copy of which will be sent to The Ministry of Education and Culture immediately.

The school will reconcile the lists of names of pupils for his/her school received from different districts with that which was sent by the Ministry of Education and Culture and report any discrepancies immediately.

### **3.5.7 Management of Bursaries**

Bursaries are government funds and should be managed according to government financial, procurement and accounting regulations.

- (a) The school Board and School Management team will oversee the proper disbursement of the scholarship funds.

The School Management Team will do the following;

- (i) Approve requests for withdrawal of funds as presented by the Head of the school for different purposes related to the Scholarship scheme:
- (ii) Approve appropriate allocation for transport amount to each Scholarship Grant recipient according to the current real fares.

The School Board will do the following;

- (i) Monitor the appropriate use of Scholarship funds.
- (v) Deal with complaints and receive suggestions for improvements.

Depending on the conditions pertaining at the school and its vicinity, the management team decide whether pocket money be given to the recipients once a month or once every two months but in any case it should not be once per term and the recipient would sign against the corresponding entry in the ledger. Under no circumstance should pocket money for the recipient be given to her/his parent or guardian.

- (b) **Allocation for Medical Expenses**  
Funds meant for medical expenses may be used to purchase drugs for the First Aid Kit or for treatment at a government dispensary or hospital. The figure shown is for budgetary purposes only but the actual expenditure would depend on the severity of the illness. Under no circumstance should the money be given in cash to an individual Scholarship recipient nor should it be used to pay for medical expenses of a member of staff or her/his family.
- (c) **Allocation for Transport**  
Funds meant for this purpose would be pooled together. Scholarship Grant recipients would be given money for transport equal to the actual fare to and from her/his home.

Some day pupils living very near the school may not need money for transport at all while others with an appreciable distance to travel might need more. It is the responsibility of the management team to discuss, agree and approve how much of the transport funds can be allocated to each of those needs.

### **3.5.8 Supervision and Disbursement of the Funds:**

When the respective Pupils are enrolled in the secondary school, the Head of School will ensure that a ledger for each Pupil is opened. (*Refer to appendix 7a – 7b*)

Each secondary school is required to maintain a separate financial log for each of the Scholarship recipient. They will maintain a detailed record of transactions of the fund. Such reports would also indicate when funds were made available to the pupil and the amount provided on each occasion. The school head and the Scholarship recipient will sign each entry. These records will be required during audit of the account. Money not spent for any reason must be reported to the Permanent Secretary the earliest possible so that appropriate virement actions may be taken.

### **3.5.9 Scholarship Grant re-allocation**

There could be a case where the previously selected recipient has not turned up and the district wishes to re-allocate the intended Scholarship Grant to another pupil. This is permissible only when it is done within the first half of the first term of the first year (Form I); there after there should not be any re-allocation. The letter to MOEC requesting for a re-allocation must be signed by the REO Heads of schools should not in any way meddle around with re-allocations of bursaries. They should simply report to both the REO and Principal Secretary MoEC of the no-show up pupils so that the REO may place the requisite request to MoEC.

## **4.0 Monitoring of Progress and Accountability**

- 4.1 At the end of each term the heads of secondary schools submit to the Ministry of Education and Culture a report of expenditure of funds described above and a copy to the REO. Furthermore;
  - (a) The school will keep a clean record of expenditure for all Pupils who receive the Scholarship.
  - [b] Reporting and use of Scholarship funds will be done by filling special forms issued for that purpose and submitting them to MOEC; at the end of each school term.
  - (c) Reporting of academic performance of pupils and conformity to school regulations will be as per existing modalities.
- 4.2 School inspectors will do normal inspection of secondary schools in the district and also ensure that all scholarship recipients registered at each school attend classes and receive their scholarship funds accordingly.
- 4.3 After receiving the end of term report the parent/guardian of each Pupil who receives the Scholarship will submit it to the village/mtaa council chairperson. The following are the conditions for a Pupil to continue to receive government support:
  - 4.3.1 The Pupil must maintain an attendance record of at least 80% per term except under conditions of illness certified by a doctor.

4.3.2 The School Board will be continually informed of pupils who have discipline problems. Counseling services will be provided to pupils with discipline problems. If the problem persists she/he will be reprimanded. If the problem continues, and the pupil is suspended the financial support will be discontinued.

4.4 Scholarship funds will be audited under normal Government auditing procedures.

## **5.0 Training for Implementors**

There will be sensitization and dissemination of information to ensure that all stakeholders are well informed of the scheme.

5.1 Training of Trainers:

The MOEC will conduct training workshop for all the REOs and DEOs (see Appendix 12 on the Topics to train all the top leaders at regional and district level).

5.2 Training of Ward Education Coordinators:

The District Education Officer will conduct a one day (1) training workshop for the Ward Education Coordinators.

5.3 Training at village level:

The Ward Education Coordinator has the responsibility of conducting a one day training workshop whose participants will be:

- Heads of primary schools,
- Members of the village Government,
- Members of the school committees from all the villages in the ward.

5.4 Training of the Heads of Secondary Schools:

The Education Officers at Regional level will conduct a one day training workshop for Heads of Secondary Schools and School Boards.

## **6.0 Conclusion**

The Government of Tanzania has designed this Scholarship scheme as a strategy for poverty alleviation and equity improvement in the provision of secondary education.

The implementation of this scheme involves several players at different levels and therefore its success will depend on efficient participation of each player at their level. Capacity building will be undertaken for all key players at all levels.



## Tasks to be Accomplished at Each Level

Level	Actor	Tasks Responsibility
1. Community	(a) Parents	(i) To attend to the village meeting
		(ii) To sign a memorandum of understanding with village Government (Committing themselves to support the Pupils' studies).
	(b) Pupils	To sign a memorandum of understanding with village/mtaa council and secondary school. (Committing themselves that they will attend, persist and perform for the whole period of schooling).
		(i) To shortlist proposed pupils
	(c) Primary School teachers/Heads and School Committee to oversee the use of Scholarship Grant	(ii) To report to the school and eventually to the village council the name of the pupil who won the Scholarship award.
		(i) To disseminate information about the scheme to the village/community
	(d) Village Government	(ii) To Select the pupils to be awarded the Scholarship.
		(iii) To give feedback on the pupil-selected for the Scholarship to the DEO and REO.
		(iv) To follow up the progress of the pupil
	2. Secondary school Level	(a) Secondary School Heads
(ii) To enroll and educate pupil		
(iii) To manage scholarship funds		
(iv) To send to MOEC a statement of expenditure		
(v) To send pupils academic progress to parent/guardians .		
(b) School Board and Management team to oversee use of Scholarship funds		(i) To oversee and approve requests of withdraw of Scholarship funds
		(ii) To counsel pupils on proper use of funds and deal with pupils complaints
		(iii) To follow up on the general welfare of pupils
(c) School Accountant		(i) To keep pupils financial/log
		(ii) To make payments
	(iii) To reconcile financial transactions	
3. District	District Education Officer	(i) To send list of pupils selected to Secondary Schools to the Primary Schools they came from.
		(ii) To inform village Government about the number of scholarships for their pupils.

		(iii) To send list of selected scholarship pupils to REO and MoEC
		(iv) To keep record of pupils selected for the scholarship scheme in the district.
4. Regional Level	Regional Education Officer	(i) To inspect infrastructure of the school and its academic progress
		(ii) To allocate pupils to secondary schools
5. Zonal	Zonal Inspectors	(i) Check proper utilization of Scholarship Grant funds
		(ii) Submit reports to MOEC
		(iii) To follow up an academic performance of pupils
6. MOEC		(i) To prepare the budget
		(ii) To disburse bursaries to schools
		(iii) To train Heads of Schools, members of school boards, district officials, and Regional Education Officers for effective implementation of the scheme.



**MEMORANDUM OF UNDERSTANDING BETWEEN THE PARENT/GUARDIAN  
AND THE VILLAGE GOVERNMENT AND COMMITMENT OF THE PUPIL**

I, -----Parent/Guardian of ----- on behalf of my child.

1. Accept the Scholarship given to my child to enable her/him to pursue secondary education for a period not less than four (4) years.
2. I shall contribute for items not covered by the Scholarship to fulfill the conditions in the school joining instructions.
3. I shall monitor her/his school attendance and progress. I shall encourage him/her to use enough time to complete homework given by teachers and reduce any other home duties to enable him/her use adequate time in enabling him/her perform well in school
4. I shall continue liaising with the school on progress of my child.
5. I shall support and emphasize on the advice given by the school.

Name -----

Name -----

Signed

Signed

-----

-----

Parent/Guardian

Village Executive Officer

(STAMP)

Date -----

Date -----

**Commitment of the Pupil**

1. I .....(pupil) accept the scholarship given to me to pursue my Secondary Education.
2. I promise to abide by the conditions of the scholarship and I will do my best academically until I complete my cycle of learning.
3. I will also be of good conduct and follow all school rules.

Name -----

Signed -----

Date: -----

**Appendix 3**

**MEMORANDUM OF UNDERSTANDING BETWEEN MOEC AND THE SECONDARY SCHOOL**

This commitment is made on this day of ----- between ----- (The Head of school) on the one part and The Ministry of Education and Culture hereinafter referred to as MoEC on the other part.

Whereas the MoEC will issue funds for the Pupil within the government Scholarship scheme to pursue secondary education for four (4) years “O” levels, two (2) years “A” levels and the school has accepted the Pupil to pursue and complete her/his studies.

This commitment certifies as follows:

1. The school will follow the disbursement guidelines and observe the conditions of the scheme.
2. At the beginning of every year the MoEC will send the Scholarship analysis form to the school.
3. The first amount will be disbursed to the school account on receiving the following:
  - (a) The Number of Pupils joining the school from the respective district.
  - (b) Information on the school account number.
4. The MoEC will disburse the appropriate amount for each Pupil in one lump sum to each school.
5. The school will supervise the expenditure of the funds carefully and effectively.
6. Every school will keep correct records for each Pupil in the Scholarship scheme showing clearly the expenditure of the funds. The records should be signed by the Head of the School and the respective Pupil.
7. The financial statement must be sent to MOEC as per Government regulations.
8. All accounts and respective statements must be in the school for inspection by MOEC auditors.

Name of Head of School  
-----

Name of MOEC Official  
-----

Signed -----

Signed -----

Stamp of school

Seal

Date -----

Date -----

**Appendix 4**

## SCHOLARSHIP APPLICATION FORM

**SECTION:** To be completed by Pupil:

Name of Pupil: -----

Age of Pupil: -----

Name of Parent/Guardian: -----

1. Are you willing to pursue your secondary education for a period of not less than four (4) years  Yes  No
  
2. Are you willing to pursue your Secondary education for a period of not less that 2 Years  Yes  No
  
3. Are all your parents alive? Yes  No   
 Only one alive

**SECTION 2:** To be filled by Parent/Guardian,

1. Are you willing to guide and supervise your child to pursue her/her studies for a period of not less than four years without terminating her/his studies.  
Yes  No
  
2. What is your employment? (*put a tick against the appropriate response*)  
Farmer  
  
Business  
  
Civil Servant  
  
Not Employment  
  
Others  
  
Signature of the Pupil -----  
  
Signature of the Parent/Guardian -----

## Appendix 5

### PROPOSAL FORM FOR SCHOLARSHIP

LIST OF PROSPECTIVE PUPILS FOR SECONDARY EDUCATION SCHOLARSHIP FROM -----PRIMARY SCHOOL.

S/N	Name Of Pupil	Adm. No.	Sex	Reasons for Proposal
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				

Signed:

Head Teacher ----- Date -----Stamp -----

Chairperson Primary School Committee ----- Date -----

## ANALYSIS OF SCHOLARSHIP ALLOCATION PER PUPIL FOR FORM 1 – 4 IN Tshs

BOARDING									
S/NO	ITEM	FORM 1		FORM 2		FORM 3		FORM 4	
		1st Term	2 <sup>nd</sup> Term	1st Term	2 <sup>nd</sup> Term	1st Term	2 <sup>nd</sup> Term	1st Term	2 <sup>nd</sup> Term
1.	<b>Direct Charges Payable to the School</b>								
	School Fees	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
	Maths Set	5,000				5,000			
	Caution Money	5,000							
	Exam fees			20,000				30,000	
	School Badges	1,000				1,000			
	Identity card/ Photographs	1,000							
2.	<b>Academic Expenses</b>								
	Maths Set	5,000				5,000			
	20 Exercise books	10,000		10,000		10,000		10,000	
	Writing Materials	5,000		5,000		5,000		5,000	
2.	<b>Uniforms</b>								
	4 Skirts/trousers	15,000				15,000			
	4 shirts	10,000				10,000			
	2 pair of shoes	18,000				18,000			
	2 T-shirt	3,000				3,000			
	2 pair od socks	2,000				2,000			
	Sports gear	10,000				10,000			
	Sweater	8,000							
3.	<b>Beddings</b>								
	4 bed sheets	10,000				10,000			
	2 mosquito net	3,000				3,000			
	1 mattress	15,000							
	1 pillow and case	5,000							
	1 blanket	7,000							
	1 suit case	15,000							
	School bag	5,000							
	2 buckets	1,000				1,000			
4.	<b>Other Expenses</b>								
	20 Exercise books	10,000		10,000		10,000		10,000	
	Writing materials	5,000		5,000		5,000		5,000	
	Medical expenses	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
	Pocket Money	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Transport	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	<b>GRAND TOTAL</b>	<b>213,000</b>	<b>59,000</b>	<b>94,000</b>	<b>59,000</b>	<b>152,000</b>	<b>59,000</b>	<b>104,000</b>	<b>59,000</b>
								<b>0</b>	
	<b>COSTS ANNUAL</b>	<b>272,000</b>		<b>153,000</b>		<b>211,000</b>		<b>163,000</b>	

Appendix 6 (b)

ANALYSIS OF SCHOLARSHIP ALLOCATION PER PUPIL FOR FORM 1 – 4 IN Tshs

DAY									
S/NO	ITEM	FORM 1		FORM 2		FORM 3		FORM 4	
		1st Term	2 <sup>nd</sup> Term	1st Term	2 <sup>nd</sup> Term	1st Term	2 <sup>nd</sup> Term	1st Term	2 <sup>nd</sup> Term
1.	<b>Direct Charges Payable to the School</b>								
	School Fees	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Caution Money	5,000							
	Exam fees			20,000				30,000	
	School Badges	1,000				1,000			
	Identity card/Photographs	1,000							
2.	<b>Academic Expenses</b>								
	Maths Set	5,000				5,000			
	20 Exercise books	10,000		10,000		10,000		10,000	
	Writing Materials	5,000		5,000		5,000		5,000	
3.	<b>Uniforms</b>								
	4 Skirts/trousers	15,000				15,000			
	4 shirts	10,000				10,000			
	2 pair of shoes	18,000				18,000			
	2 T-shirt	3,000				3,000			
	2 pair of socks	2,000				2,000			
	Sports gear	10,000				10,000			
	School bag	5,000							
4.	<b>Other Expenses</b>								
	Medical expenses	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
	Pocket Money	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
	Transport	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	<b>GRAND TOTAL</b>	<b>139,000</b>	<b>49,000</b>	<b>84,000</b>	<b>49,000</b>	<b>128,000</b>	<b>49,000</b>	<b>94,000</b>	<b>49,000</b>
	<b>COSTS ANNUAL</b>	<b>188,000</b>		<b>133,000</b>		<b>177,000</b>		<b>143,000</b>	

Appendix 6 (c)

ANALYSIS OF SCHOLARSHIP ALLOCATION PER PUPIL FOR FORM 5 AND 6: IN Tshs

S/NO.	BOARDING				
	ITEM	FORM 5		FORM 6	
		1 <sup>st</sup> Term	2 <sup>nd</sup> Term	1 <sup>st</sup> Term	2 <sup>nd</sup> Term
1.	<b>Direct Charges Payable to the School</b>				
	School Fees	35,000	35,000	35,000	35,000
	Caution Money	5,000			
	Exam fees			30,000	
	School Badges	1,000			
	Identity card/Photographs	1,000			
2.	<b>Academic Expenses</b>				
	Mathematical Set	5,000			
	20 Exercise books	10,000		10,000	
	Writing materials	5,000		5,000	
3.	<b>Uniforms</b>				
	2 Skirts/trousers	20,000			
	4 shirts	10,000			
	2 pair of shoes	18,000			
	2 T-shirt	3,000			
	2 pair of socks	2,000			
	Sports gear	10,000			
	Sweater	10,000			
4.	<b>Beddings</b>				
	2 bed sheets	10,000			
	2 mosquito net	3,000			
	1 mattress	15,000			
	1 pillow and case	5,000			
	1 blanket	10,000			
	School bag	5,000			
	2 buckets	2,000			
5.	<b>Other Expenses</b>				
	Medical expenses	5,000			
	Pocket Money	10,000	10,000	10,000	10,000
	Transport	10,000	10,000	10,000	10,000
	<b>GRAND TOTAL</b>	<b>205,000</b>	<b>55,000</b>	<b>100,000</b>	<b>55,000</b>
	<b>ANNUAL COSTS</b>	<b>260,000</b>		<b>155,000</b>	

Appendix 6 (d)

ANALYSIS OF SCHOLARSHIP ALLOCATION PER PUPIL FOR FORM 5 AND 6: IN Tshs.

S/NO.	DAY				
	ITEM	FORM 5		FORM 6	
		1 <sup>st</sup> Term	2 <sup>nd</sup> Term	1 <sup>st</sup> Term	2 <sup>nd</sup> Term
1.	<b>Direct Charges Payable to the School</b>				
	School Fees	10,000	10,000	10,000	10,000
	Caution Money	5,000			
	Exam fees			30,000	
	School Badges	1,000			
	Identity card/Photographs	1,000			
2	<b>Academic Expenses</b>				
	Maths Set	5,000			
	20 Exercise books	10,000		10,000	
	Writing materials	5,000		5,000	
3.	<b>Uniforms</b>				
	4 Skirts/trousers	16,000			
	4 shirts	10,000			
	2 pair of shoes	18,000			
	2 T-shirt	3,000			
	2 pair of socks	2,000			
	Sports gear	10,000			
	School bag	5,000			
4.	<b>Other Expenses</b>				
	Medical expenses	5,000		5,000	
	Pocket Money	15,000	15,000	15,000	15,000
	Transport	20,000	20,000	20,000	20,000
	<b>GRAND TOTAL</b>	<b>141,000</b>	<b>45,000</b>	<b>95,000</b>	<b>45,000</b>
	<b>COSTS ANNUAL</b>	<b>186,000</b>		<b>140,000</b>	









