



1. NATURE OF ENQUIRY (Choose appropriately).

- I wish to donate my overpayments to a needy student. Amount: Kshs. _____
- Want to start repaying loan Compliance Certificate
- Loan balance (statement) Clearance Certificate
- Missing payments Refund due to over deductions
- Compliance Certificate (non-loanee) Refund due to erroneous deduction (Non-loanee)

2. CLIENT DETAILS ((Please note that the highlighted * parts are MANDATORY))

CURRENT NAMES IN FULL			
NAMES AS AT UNIVERSITY			
NATIONAL ID no.		CURRENT ADDRESS	
UNIVERSITY REG no.		TOWN	
UNIVERSITY ATTENDED		POSTAL CODE	
DEGREE/DIPLOMA		CELL PHONE	
COURSE/FACULTY		EMAIL	
PERIOD OF STUDIES	FROM	TO:	

2. CLIENT DETAILS ((Please note that the highlighted * parts are MANDATORY))

1. CHANGED UNIVERSITY/COLLEGE 2. DEFERRED STUDIES 3. REPEATED YEAR (S) DURING MY STUDY

3. EMPLOYMENT DETAILS

CURRENT EMPLOYER			
EMPLOYMENT/TSC No.		TELEPHONE	
ADDRESS/POSTAL CODE		CURRENT ADDRESS	
TOWN		TOWN	

4. LOAN REPAYMENT STATUS (Please indicate repayment history if any)

NAME OF EMPLOYER	PAYROLL NUMBER	MONTHLY INSTALLMENT AMOUNT	PERIOD	
			From	To

5. BANK DETAILS (For refund cases only, please attach copy of your ATM card)

BANK NAME	*	BRANCH	*
ACCOUNT NAME	*	TELEPHONE	*
Signature		Date:	

Please note that refunds are paid through electronic fund transfer to banks recognized by the Kenya bankers association. Any refund below kshs.1,000 will not be refunded. The refund amount may change when verifying payment.

FOR OFFICIAL USE ONLY (REFUNDS): Amount to be refunded (Kshs.) _____

Prepared by: Signature: Date:

Verified by: Signature: Date:

Approved by: Signature: Date:

EMPOWERING DREAMS