



**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:*	

**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	*	ACCOUNT NUMBER	*
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**

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