



UNIVERSITY OF EMBU

OFFICE OF THE DEAN OF STUDENTS

**SUBJECT: SENSITIZATION ON HELB PRODUCTS TO FIRST YEAR STUDENTS 2020/2021
ACADEMIC YEAR**

Introduction

The Office of Dean of students has a HELB Help Desk that supports students on all matters regarding HELB. Below, kindly find the different products provided by HELB and some of the frequently asked questions.

A. Undergraduate Loan (Direct Entry Students)

These loans are for students joining public or private universities directly from high school either through the Kenya Universities and Colleges Central Placement Service (KUCCPS) or as self-sponsored. Amounts awarded range between **K.Shs. 40,000** and **K.Shs. 60,000** based on the level of need. The loan attracts interest of 4% p.a and the students are required to repay their loans on completion of their studies. Students are advised to apply at least one month before the opening date to allow ample time for processing.

B. Type of Loan Application

There are **two** types of undergraduate loan applications:

- i. **First Time Application**-This is for applicants who are applying the loan for the first time.
- ii. **Second & Subsequent Application**-This is for applicants who are applying the loan for the second, third, fourth time as per the program duration

The number of loans one is eligible for depends on the program duration for example one is given the loan 4 times for a 4-year program.

C. Management of HELB Loans

Students are advised that the loans should be used mainly for:

- i. Tuition,
- ii. Books and stationery,
- iii. Accommodation and subsistence.



Students are advised to desist from diverting the funds to leisure or other family obligations.

D. Loan Award

- i. The loan awarded ranges from a **minimum of K.Shs. 40,000** to a **maximum of K.Shs. 60,000**. For those placed by Kenya University and Colleges Central Placement Service (KUCCPS), the loan amount is split to cater for both **Tuition fee** and **Upkeep** while the Self sponsored students, the money is sent directly to the university once a year as tuition fees.
- ii. A standard amount of **K.Shs. 4,000** for **Government sponsored students only** is deducted from the loan awarded and disbursed to the university per semester for tuition [**total K.Shs. 8,000**] and the rest is sent to the applicant's bank account as upkeep. An Administrative Fee of **K.Shs. 500** per year is charged on the loan awarded and it is therefore deducted from the disbursed loan.
- iii. A limited number of needy government sponsored students receive **bursary of between K.Shs. 4,000 and K.Shs. 8,000 per year**. The bursary is paid to the university.

Requirements for the application for the undergraduate loan

- i. A copy of the Applicant's national ID Card
- ii. Copies of the parents national ID Cards/death certificate where the parent is deceased
- iii. Copies of both guarantors' national ID Card
- iv. A copy of the applicant's admission letter and KCSE result slip/certificate
- v. A copy of the applicant's Bank ATM/Bank card (for Government sponsored students only)
- vi. One recent colored passport size photograph of the applicant.

E. Repaying your Student Loan

Undergraduate loan repayment starts within one year of completion of studies or within such a period as the Board decides to recall the loan whichever is earlier. However, you can make voluntary payments before or after you complete your studies to reduce your loan balance.

Note:

- i. Loans are charged 4% interest per annum
- ii. Loan repayment commences one year upon completion of studies or as deemed fit by HELB.
- iii. The loan is repayable up to a maximum of 120 months.

F. Frequently Asked Questions (FAQs)



1. What happens to the student loan disbursed to a university that they have already sought and have been granted transfer from that University to another University?

Response

- a). The beneficiary student should contact the University where the funds were disbursed and request that a refund be done to HELB, once funds are received by HELB the student should then ask HELB to redirect the funds to their current University.
- b). The student should also advise HELB through writing that subsequent disbursements be sent to their current University.

2. How much loan can one get?

In accordance with the current Cost Sharing Policy, a student is required to pay Kshs. 50,000/- per year to train at a public university. Out of this amount, HELB can award a maximum loan and bursary of Kshs. 50,000/- and a bursary of Kshs. 8,000.

3. How do I check for my loan?

- i. Use any of the below ways:
- ii. Access the HELB website and enter your ID number
- iii. Send an email requesting for your statement to contactcentre@helb.co.ke.
- iv. Call HELB on 0722052000
- v. Email contactcentre@helb.co.ke

4. When can one apply for a HELB loan?

- i. HELB places advertisements in the print media in which it invites applications for loans.
- ii. The Board maintains a deadline and those applications received after the deadline without justifiable reasons are not processed.

5. When are Loan Awards released?

HELB releases loan results before the new academic year starts. Thereafter, students who fail to secure a loan or are awarded inadequate amounts are encouraged to appeal. Each appeal is reviewed on its own merit.

6. I don't have an ID card; can I apply for a HELB loan?

- i. Unfortunately, this is not possible at the moment. The national ID is proof of attainment of majority age.
- ii. The HELB Loan Application form is a contract and legally we are not in a position to enter into a contract with a minor.

7. Is it compulsory to apply for a HELB loan?

No. You should apply for a HELB loan only if you are in need of the funds

8. What is the applicable interest rate and when does it start to accrue?

- i. The interest is currently 4% per annum for direct entry students.
- ii. The interest will start to accrue immediately after the first disbursement.



9. Am I eligible for a loan in 2nd year if I did not apply in 1st year?

Yes, you are. However, one will be required to apply as a first time applicant during the first time applications window.

10. What if I was awarded a loan but it is not enough, can I request for additional funds?

Yes, if you have a genuine need for additional funds, you can appeal amounts awarded to you by completing the loan review (appeal) form on www.helb.co.ke

11. If I discontinue my education, do I have to pay amount awarded to me even if I didn't complete my education?

Yes, once you are awarded a HELB loan, you will be required to fully repay the amount in accordance with the terms & conditions as well as the interest accrued thereafter and penalties incurred (if any)

12. I have a sibling who didn't qualify for HELB loan. Can I share the amount I was awarded with him/her then we share repayment?

Tuition is disbursed directly to the loan applicant's learning institution. However, any willing individual can help you repay your HELB Loan.

13. What if I can't remember my password for the HELB Online Portal?

Use the "forgot password" option available on the portal to recover your account

14. In case of surplus where school fees is less than the awarded amount what happens?

The student should notify HELB through the contacts provided (below) so that the excess funds can be recovered to avoid the amounts being recovered from the students upon completion of their studies.

15. What if the applicant is a final year student with nil balances, what happens to the disbursed loan?

The student should notify HELB so that the amount is reversed from their school account and the loanees account update.

16. Can the excess money from the Afya Elimu Fund be transferred to other genuine needy students in the institutions?

- i. No. All excess money shall be sent back to HELB to assist other needy students.
- ii. **NOTE THAT.** Credit balance for continuing students shall be forwarded to the next academic year and the student should apply for a lesser amount in the subsequent year.

Thank you,

For: PROF. FREDRICK M. NJOKA
DEAN OF STUDENTS

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