



children's home - Ngong  
**Huruma**

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## **CONTRACTUAL AGREEMENT FOR EDUCATIONAL SUPPORT**

To: .....

From: Huruma Trust Fund College Fund

Re: Contractual Agreement for Educational Support

Dear .....

Please read this document carefully before you sign at the end. Since we are proposing to invest a large amount of money to support your advanced education, we must have a signed contract so that we both have a clear understanding of what is expected of each of us. It is vital that we exercise open and honest communications with one another to clarify, explain or inquire about information concerning your education.

### **What Your Sponser expect from .....**

1. Tell your Sponser .....what school(s) you are applying to attend, and what degree, diploma or certificate you are seeking. The school must be accredited or recognized by a Kenyan educational organization (Kenya Ministry of Education, Commission for Higher Education, Kenya, etc.), to insure Agnes is getting a recognized education.
2. Provide a copy of the letter of acceptance from the school, and provide cost and school information to your sponsor , including a detailed breakdown of all school expenses (Tuition, Books, Exams, etc).
3. In order to receive the necessary money for school expenses, get Huruma Trust Fund College Fund Secretary Mr. Moses Ndungu agreement prior to enrolling in the school.
4. Upon enrolling you will declare a major study area and let Huruma Trust Fund College Fund Secretary Mr. Moses Ndungu know which courses she will be taking each term.
5. Keep Huruma Trust Fund College Fund informed about important school matters.  
**Contact Chairman Huruma Trust Fund College Fund immediately about any expenses not already agreed to be paid in #2 above.** Do not wait till the last minute to ask

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for agreement on anything or for finances. They may not be approved, or there may not be time to get money to Kenya.

6. Provide copies of receipts for all school expenses paid.

7. Contact Huruma Trust Fund College Fund Secretary At least once a month by Email about your personal and school progress.

8. Receive a C grade, or better each term. If C- or below an explanation will be required. Huruma Trust Fund College Fund will make a decision about continuing or stopping your educational financial assistance.

### **What you can expect from Huruma Trust Fund College Fund**

Pay for school expenses that are:

1. Approved ahead of time;
2. Documented by payment receipts.

### Guiding Principles

- Huruma Trust and you will communicate openly, honestly and frequently by gmail about personal and financial matters. Especially communicate on any matters that may change this Contractual Agreement.
- This agreement can be stopped by a written "Cancellation of Contractual Agreement" document, by you and Huruma Trust Fund College Fund.

### General Assumptions

#### **Other Financial Aid.**

You will Tell Huruma Trust Fund College Fund of any other financial aid **Unnecessary Expenses.**

You will avoid unnecessary expenses and debts, generally defined as those above and beyond that needed to live modestly, during the agreement period.

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### **Avoid Additional Requests.**

Unless approved well in advance, additional requests for school expenses will not be approved simply because “I forgot to tell you about this expense”.

### **Major Study Declaration.**

You will make every effort to complete all course work required for the degree/diploma/certificate at the agreed upon school.

### **Full-Time Student.**

You will take the necessary number of courses to be a full-time student and complete her degree/diploma/certificate within the normal time the school allows.

### **Receipts.**

You will provide Huruma Trust Fund College Fund with copies of original receipts, and copies of original grades, throughout the agreement period. You will provide these receipts and grades Huruma Trust Fund College Fund in order to continue receiving the next required school term payments to enroll..

### **Other Debt.**

You will refrain from inebting yourself with to credit cards, bank loans, student loans, personal loans and similar debt without first speaking with Tom and Dot.

### **Special Circumstances**

**Pregnancy.** In the event Agnes becomes pregnant during the agreement period no additional time to complete school will be allowed, and financial support may be stopped.

**Illness/Injury.** In the event of a severe illness and/or injury, requiring hospitalization and missing of school by you may, allow for an extension of schooling and support.

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I have read the above stated responsibilities and agree to jointly work toward the successful goal of completing degree/diploma/certificate.

Name \_\_\_\_\_

Date \_\_\_\_\_

Huruma Trust Fund College Fund \_\_\_\_\_

Date \_\_\_\_\_

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