



PETREM SCHOOL OF MINISTRY

SCHOLARSHIP POLICY

PREAMBLE

Greetings in the name of Our Lord Jesus Christ.

Power End Time Revival Evangelistic Ministries (PETREM) is a Christ centred Ministry with a vision to raise Kingdom Sons. Our God given mandate is to impact the world by the empowerment of the Holy Spirit according to Acts 1:18. To fulfil the vision, PETREM birthed The PETREM School of Ministry (SOM) in the year 1999 and has seen hundreds graduate to become ministers of the word.

We believe that it is paramount for all believers to be acquainted with God's plan and purpose for their lives. SOM is a platform where one gets to discover, define and accelerate their destiny. We teach the word of God and empower our students to become Kingdom leaders in their areas of function. We are committed to building and strengthening the church of God, one son at a time.

Our Lord, Jesus Christ, admonishes us through Mathew 10:8 to share the gospel freely with all men. SOM has always had its doors open for all truth seekers and has never turned students away, even when they lacked school fees. Without a doubt, running an institution costs money and as such, we make appeals to donors and sponsors to facilitate needy students.

The purpose of this policy document is to shed light on the eligibility and award process of all scholarships, as well as highlight the terms of engagement for all sponsored students. We welcome you on this journey and to the family at PETREM.

Sincerely,

Kennedy Owino,

Founder & Director

PETREM School of Ministry

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INTRODUCTION

Power End Time Revival and Evangelistic Ministries (PETREM) International was officially launched during its first annual conference, The Latter Fire Conference held in December, 1996 at Dagoretti High School.

Due to their youth and inexperience in Ministry, the pioneers struggled to channel the limited resources they had. Fortunately, the conference received vast support from the Dagoretti High school administration, particularly from the Principal at the time, Mr. J. K. Mburia and the Christian Union Patrons, Mrs. Masele and Ms. Ruth Kiurani. Bishop Kennedy Owino remains forever grateful to these teachers.

Over the years, the conference received widespread attention and has been attended by form four leavers from schools in Nairobi and its outskirts. The schools include but are not limited to; Dagorreti High School, Moi Girls High School Nairobi, St. Georges High School, State House Girls High School, Mang'u High School, Mary Hill School, Upper Hill High School, Ngara Girls, Kanunga High School, Kapsabet Girls, Jamuhuri High, Nembu Girls, Alliance Boys and Girls.

The conference had massive success and later on graduated to weekly Friday meetings hosted at Uhuru Park. The young converts would preach at Bus Stations, in Public Service Vehicles (PSVs), Schools and Churches. Eventually, the fellowship grew, leading to the renting of a church hall at Mang' Hotel within the CBD. The ministry has been growing consistently until where it is now.

SITUATIONAL ANALYSIS

Since its inception, PETREM School of Ministry has had students who have a hard time in coming up and raising the required school fees. As such, the running of the school has had several challenges and setbacks that need to be addressed with urgency. The school has been kind enough to allow students to go through the program without clearing the fee balance and this has been going on for a while.

As a result, there ends up being, unpaid lectures, a library that is not updated, accrued debt of utility bills such as water and electricity and sometimes even closure of the learning premises. This system of operation is however not sustainable as it is crippled with too much uncertainty and inconsistency. To address this problem, there is need to come up with a system of financing students in S.O.M that will not be detrimental to the school itself.

PURPOSE

This scholarship Policy provides a general framework that guides, regulates and facilitates the proper management of scholarships while adhering to PETREM's vision, mission, strategic objectives and guidelines.

MANDATE

The main mandate of PETREM is to raise Kingdom sons by the power of the Holy spirit and guided by the infallible word of God.

OBJECTIVES

The objectives of this Scholarship Policy are; -

- A. To ensure consistency in the granting of Scholarships;
- B. To ensure ease of decision making in the scholarship award process;
- C. To guide partnership and management of funds;
- D. To ensure integrity, innovation, equity and courtesy in all stakeholder engagements;
- E. To promote objectivity, fairness, transparency and accountability in the awarding of scholarships;
- F. To outline roles and responsibilities of staff involved in scholarship award; and
- G. To ensure compliance and adherence to the word of God.

METHODOLOGY

PETREM shall employ the Targeted Free Tuition (TFT) system in awarding scholarships to its students. The spirit of this criteria is award scholarships based on need, whereby the neediest students receive the scholarship first. The scholarships shall also be awarded on a pro rata basis, which is dependent on available funds. PETREM also intends to apply the cost sharing criterion in awarding scholarships. The cost sharing criterion is whereby the students and school share the unit cost of the program.

ELIGIBILITY

1. Must be a Kenyan citizen.
2. Must be over 18 years of age or provide proof of parental consent to undertake the program.

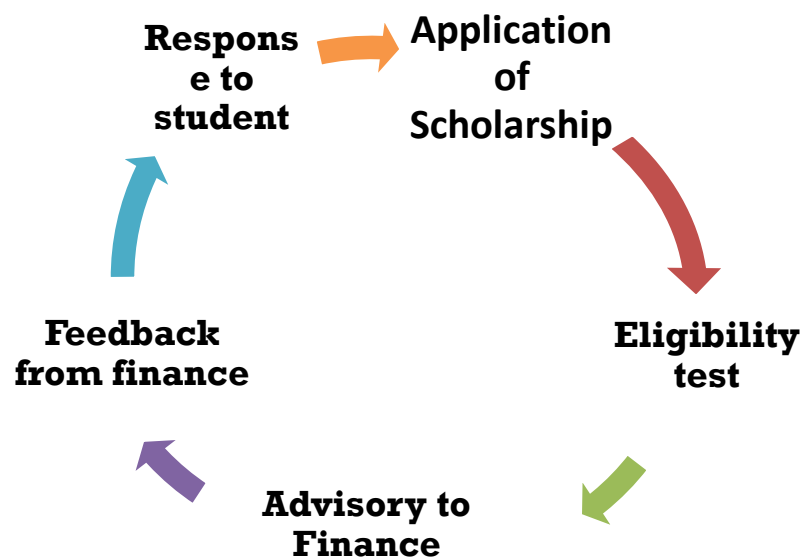
THE SCHOLARSHIP AWARD PROCESS

The Scholarship award process shall take the following course:

1. An eligible student shall apply for a scholarship by filling the relevant documents detailing the specific reason why they are unable to raise the full amount of school fees required and stating how much they are able to raise.
2. The form(s) shall then be critically examined by the Scholarship Awarding Committee (SAC) to determine eligibility of the student(s).
3. Depending on available resources, the SAC will then prepare an advisory to the head of finance for consideration and approval.
4. Finance department shall then make their decision and give the feedback to the SAC.
5. SAC shall then contact the student(s) who applied for the scholarship and give them the news on whether they will be awarded the scholarship or not.

Below is the graphical representation of the scholarship cycle.

The Scholarship Cycle



GRANTS USAGE

Once the student is awarded the scholarship, they will only be able to use the funds for the course being offered by PETREM School of Ministry. The funds are not transferable to any other usage apart from school fees.

Classification of Scholarships

A. Full Scholarships

B. Partial Scholarships

AUTHORITIES AND RESPONSIBILITIES

The Scholarship Board

This is the policy approving organ of the Fund. It is also charged with approval of the policies before implementation can commence. The Board has the overall responsibility of:

- a) Adopting this policy and approving it for implementation.
- b) Approving any proposed amendments to this policy.

Director

The CEO shall oversee the implementation of this Policy.

PETREM Staff

Staff must ensure that they are familiar with requirements of this document and those set out in the standards, procedures and related documents and to have a detailed knowledge of those requirements that are most relevant to their day to day responsibilities.

Scholarship Award Committee (SAC)

There shall be a SAC to be chaired by one member nominated by the director whose objective shall be to review all applications brought by students requesting for scholarships. They shall be expected to work hand in hand with the finance department in offering advisory on the ability of the School to grant scholarships. The membership of the committee shall be determined by the Director.

REVIEW OF POLICY

This policy shall be reviewed after every three (3) years or as need arises due to the market dynamics.

CONFIDENTIALITY

This policy is the property of PETREM intended for use by PETREM and its contents are confidential. It should not in any way be transmitted to unauthorized persons.

PARTNERSHIPS AND LINKAGES

In furtherance of the purposes for which PETREM is established, PETREM may:

- a) Establish and maintain appropriate links with other persons, bodies or organizations within or outside Kenya.
- b) Enter into contracts with financial institutions or other strategic partners for the purpose of apportionment, disbursement and resource mobilization.

REPORTS TO STAKEHOLDERS

PETREM shall prepare statutory reports and any other periodic reports to the appropriate stakeholders.

EXCEPTIONS TO STAKEHOLDERS

Except where otherwise stated or approved, exceptions to this policy must be approved by the **Board of Trustees**.

MONITORING AND CONTROL

The Director shall monitor and control the implementation of this Policy in accordance with PETREM's policies and guidelines and the word of God.

DISPUTE RESOLUTION

PETREM shall encourage dispute resolution through mediation and arbitration.

There shall be creation of a departmental alternative dispute resolution committee to evaluate issues before escalation to the legal services department.

DISCLAIMER

Every care has been taken in preparing this policy to avoid errors of commission and omissions. In the event of any errors being discovered, an amendment shall be issued in that respect and no person shall be allowed to benefit from such error.

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Approver	Scholarship Board
Owner	Director, PETREM
Contact Person	Dean of Students, S.O.M
Classification	PETREM Scholarship Policy
Functional Applicability	PETREM
Consequences of Scholarship Policy breaches	Corrective Action
Version	PETREM Scholarship Policy Version 1.0
Document Storage	PETREM Offices
Approved Minute	