



WATER, SANITATION & IRRIGATION TRAINING REVOLVING SCHEME

FIRST TIME & SUBSEQUENT APPLICATIONS

FINANCIAL YEAR: 2022-2023



The Kenya Water Institute (KEWI) has partnered with the Higher Education Loans Board (HELB) to set up the Water, Sanitation & Irrigation Training Revolving Scheme to offer loans to students pursuing qualifications at KEWI. The Scheme will cater for tuition fees for eligible students.

How to Apply

First Time Applications

1. Applicants should visit the HELB website www.helb.co.ke to access the HELB **Students' Portal** to register, create and activate account (ensure you use your personal mobile number).
2. **Log in**, go to **Loan Application**, click on Certificate (Artisan and Craft) or **Diploma** and select and fill the Water, Sanitation & Irrigation Loan.
3. Read and agree on the **Consent for the Collection and Processing of Personal Data**
4. Access and fill the application form(s) online.
5. Read, understand and sign to accept the Terms and Conditions and Consent for the collection and Processing of Personal Data.
6. Ensure the forms are appropriately filled, signed, and stamped by the relevant authorities. The Guide is provided on the last page of the form.
7. **Print TWO copies** of the duly filled Application Forms. Ensure you preview the form and correct where necessary before printing.
8. **Present one copy** of the duly filled Application Form(s) and all the attached supporting documents at any of the centers below;
 - a) At the HELB Desk in select Huduma Centers.
 - b) HELB Offices, Anniversary Towers, Mezzanine 1st Floor University Way, Nairobi.
 - c) At any of KEWI Campuses
9. **Retain a copy of the duly filled and signed Application Form(s) [This is a mandatory requirement]**

Subsequent Applications

1. Download the **HELB App** from **Google Play Store** or use **HELB USSD Code** by dialing ***642#**
2. **Register** using your phone number to generate a PIN which you will use to log in.
3. Ensure the mobile number is registered under your name. **Please NOTE** that mobile numbers not registered in the student's name will not be able to proceed with the application.
4. Read, understand, and click to accept the **license agreement**.
5. Enter your first name as it appears on your national ID card, the ID number and valid email address to complete registration.
6. Click on the **"loans"** tab and choose Certificate or Diploma. Then click **"apply"** on the **Water, Sanitation & Irrigation Loan 2022-2023**
7. Read and understand the process tutorial and proceed to read the financial literacy guide.
8. Click on get started to start the application process.
9. Enter your phone number which should be registered in your name and national id number to verify that you are the owner of that number.

10. Read and understand the loan terms and condition and agree to proceed.
11. Answer the financial literacy questions and scroll down to view results and click **"proceed"**.
12. Select your preferred loan payment option.
13. Click request loan to view and verify your loan details.
14. Click **"submit"** to complete the loan application. A pop-up message will appear to show that you have successfully applied. The loan serial number will also be displayed.

Eligible Students

Students pursuing the following courses are eligible for the product:

- a) Diploma and Certificate in the following courses;
 - Water Engineering
 - Wastewater and Sanitation Engineering
 - Irrigation and Drainage Engineering
 - Water Resources Management
 - Water Laboratory
- b) Diploma In Information & Communication Technology
- c) Artisan in the following courses;
 - Plumbing and Pipefitting
 - Water Operators Course
 - Basic Plumbing Course

Please note:

1. Read, understand, and follow the instructions provided at the beginning of the online application process.
2. The opening date for the Scheme application is **1st March 2023** while the closure date is **15th April 2023**
3. The scheme application forms are only accessible through the HELB student portal on www.helb.co.ke.
4. The Water, Sanitation & Irrigation Training Revolving Scheme Application is **FREE**.
5. **DO NOT PAY** anyone to process your HELB application unless the requisite service charge if you are applying from a cybercafé preferably Huduma cybercafé.
6. In case of any queries, seek assistance **ONLY** from HELB, KEWI Student Affairs Office
7. Students who provide false information will be penalized as per the HELB Act.
8. Students can make enquiries through: contactcentre@helb.co.ke.
9. Students sponsored by Danish Industries and Compassion International are not eligible to apply.

For more information please contact:

**The Dean's Office at KEWI on 0735339206 or
HELB Contact Centre**

EMPOWERING DREAMS