**APPLICATION FORM FOR KENET MEMBERSHIP**

Kenya Education Network (KENET) is a National Research and Education Network (NREN) that promotes the use of ICT in Teaching, Learning and Research in Higher Education Institutions in Kenya.

This form should be completed by the institution requesting membership and signed and then returned to [memberservices@kenet.or.ke](mailto:memberservices@kenet.or.ke). It can also be posted or dropped at KENET offices. If you have any questions or comments about this form or would like some assistance when filling it in, please contact **KENET SECRETARIAT** directly using the below contact addresses and telephone numbers.

**Eligibility for Membership**

All duly completed membership application forms shall be checked for eligibility as described in the First Supplemental Trust Deed of October 2013. ***Academic or Research Institutions applying for membership must submit necessary legal documents such as certificate of incorporation, Interim Letter or Charter issued by Commission for University Education or letter of recognition Ministry of Education****.* KENET shall communicate the decision on membership within two weeks from the date the application is received.

Members shall be required to pay a membership joining fee of **Ksh. 100,000** and an annual membership fee based on the number of students or number of staff whichever is higher. Table 1 shows the annual membership fees for the FY 2014-2015 (July 1, 2014 – June 30, 2015).

**NB: The membership joining fee is a one off payment and is non-refundable.**

1. **Table 1: Annual membership fee structure**

|  |  |  |
| --- | --- | --- |
| Item | Staff numbers / Students numbers (head count) | Annual membership fees (Kenya Shillings) |
| 1 | 0 -2,500 | 31,250 |
| 2 | 2501-5000 | 37,500 |
| 3 | 5001 – 15,000 | 112,500 |
| 4 | 15,001 – 25,000 | 150,000 |
| 5 | 25,001 – 50,000 | 200,000 |
| 6 | Over 50,000 | 250,000 |

\*Annual membership fee is based on the number of students enrolled in your institutions.

\*The Information you supply will be held and processed in KENET databases for internal use only. It will not be supplied to any external body for any other purpose. It will not be used by KENET for any other purpose. However, KENET Trust and Funding agencies or Donors may request this information for auditing or research purposes.

**KENET Headquarter offices**

The Jomo Kenyatta Memorial Library-University of Nairobi, Main Campus,

P.O BOX 30244-00100,

NAIROBI.

Telephone: 0732150500 OR 0703044500

E-mail: [info@kenet.or.ke](mailto:info@kenet.org)

URL: [www.kenet.or.ke](http://www.kenet.or.ke/)

**Section One: The Institution**

1. **Institutional Details**

|  |  |  |
| --- | --- | --- |
| *Please provide details of the Institution requesting membership.* | | |
| Institution: |  |  |
|  | *The full name of your institution.* |  |
| Telephone-no: |  |  |
|  | *Telephone number for the institution. Specified as: <area code><telephone number>* |  |
| Fax-no: |  |  |
|  | *Optional (telephone number specified as above).* |  |
| E-mail: |  |  |
|  | *The e-mail address of the institution.* |  |
| Location: |  |  |
|  | *The county where the institution is situated* |  |

1. **Student Enrolment and Campus Data**

|  |  |  |
| --- | --- | --- |
| *Please provide details of the Member Institution(s) requesting membership.* | | |
| Student Enrolment Number: |  |  |
|  | *Number of students enrolled* |  |
| Institution campuses |  |  |
|  | *Campuses/related institutions registered under the same institution* |  |

**CONTACT PERSONS:**

1. **Head of Institution in Kenya**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | | |
| Administrative contact details (if not as above)  Title:  Position: | | | | | |
|  | |  | | | |
| Name: | |  | | |  |
|  | |  | | | |
| Telephone no: |  | | P.O Box: |  |  |
|  | | |  | | |
| E-mail address: | |  | | |  |
|  | | |  | | |

1. **Head of ICT (ICT Director/Manager)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | | |
| Technical contact details (if not as above)  Title: | | | | | |
|  | |  | | | |
| Name: | |  | | |  |
|  | |  | | | |
| Telephone no: |  | | P.O Box: |  |  |
|  | | |  | | |
| E-mail address: | |  | | |  |
|  | | |  | | |

1. **Head of Finance (Finance Officer/Manager)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | | |
| Finance contact details (if not as above)  Title: | | | | | |
|  | |  | | | |
| Name: | |  | | |  |
|  | |  | | | |
| Telephone no: |  | | P.O Box: |  |  |
|  | | |  | | |
| E-mail address: | |  | | |  |
|  | | |  | | |

**Section Two: Internet Connectivity & Related Services**

1. **Services Required from KENET**

|  |  |
| --- | --- |
|  |  |
| Internet Capacity Required:  *What capacity are you willing to purchase from KENET* | |
| Other services Required (please select) | *Storage/ DNS servers services/Video and Web Conferencing/E-mail setup, hosting, and scrubbing/campus networks design/proxy server setups/Web caching*  *SeeSee* |
| Use of KENET Connection | *What is your intended use of the Connection? (e.g. Enterprise systems and e- mail, cloud services, e learning system, data centre services ,video conferencing and IP telephony, )* |

**Section Three: Declaration**

I confirm that:

(a) My institution will comply with the terms of the KENET’s Terms of Service and of any services to be provided (e.g., bandwidth services);

(c) KENET is indemnified for any and all losses caused by improper use of the services provided to your institution.

(d) The information given above is true to the best of my knowledge and belief.

|  |  |  |
| --- | --- | --- |
| Signed by Head of Institution in Kenya or Authorized person: | | |
| Name: |  |  |
|  | | |
| Position: |  |  |
|  | | |
| Signature: |  |  |
|  | | |

**Section Four: For Official Use.**

**Received by:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved By:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_