



Scholarship Guidelines

Applicant Guide · Generated: 15 September 2026 · Version 1.0

These guidelines summarise how to prepare and submit a scholarship application to the Sekondi Education Fund. The live application window, Eligibility page, and online form are authoritative for the active cycle.

Eligibility

Publishable criteria for the current programme. Always confirm details during an open application window.

- Residency: Applicants must demonstrate residency or strong ties to the Sekondi constituency as defined in the current application window guidance.
- Valid identification: Applicants must provide acceptable proof of identity as listed in the required documents checklist.
- Admission or enrolment: Applicants must show proof of admission or enrolment for the level of study covered by the open window.
- Academic standing: Applicants must meet the minimum academic requirements for their level of study (SHS, tertiary, or other published categories).
- Financial need: Awards consider demonstrated financial need alongside merit, according to committee guidelines.
- Complete application: Incomplete applications, or those missing mandatory documents, cannot proceed to review.

Required Documents

Prepare clear, complete uploads before the published deadline. Accepted formats and size limits are enforced by the application form.

- Passport photograph
- Proof of identity (national ID or birth certificate)
- Academic transcripts or results slips
- Proof of residency or constituency ties
- Guardian information where the form requires it
- Any additional documents listed for the active window

Typical accepted formats: .PDF, .JPG, .JPEG, .PNG. Maximum file size: 5 MB per document.

Application Process

Follow these steps during an open application window. The live application form validates completeness before submission.



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Create an account: Register with a valid email, verify your address, then sign in to the applicant portal.

Review eligibility: Confirm you meet residency, academic, and document requirements before starting.

Complete the application: Fill Personal, Educational, Guardian, and Financial sections. Save as draft if you need to resume later.

Upload documents: Attach required supporting documents from the checklist, then accept the declaration.

Submit and track: Submit to receive a reference number, then track status and messages from your dashboard.

Deadlines

Applications can be submitted only during an open scholarship window. Drafts are not submissions. Submit before the published closing date and time shown on the Scholarships page and official announcements.

Review Process

Constituency staff first check that the application and documents are complete. Authorised reviewers assess eligible applications against published criteria. The Fund Administrator records the final decision with an auditable rationale. Incomplete applications may receive a document request or be closed according to published programme rules.

Award Conditions

An approval or award is communicated through official channels and reflected in the applicant portal. Award amounts and covered costs depend on the published cycle, available funding, and the recorded decision. Do not rely on an amount unless it appears in an official award notice.

Applicant Responsibilities

- Provide accurate information and authentic supporting documents.
- Keep account contact details current and respond to document requests promptly.
- Comply with published programme conditions if an award is confirmed.
- Use the applicant portal as the primary source of application status.

Contact Information

Sekondi Education Fund
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Email: info@setf.example.gov.gh

Phone: +233 57 810 8802

Website: <https://sekondiedufund.vercel.app>

Hours: Monday–Friday, 8:00–17:00 GMT

This document is issued by the Sekondi Education Fund. For official enquiries, contact the Fund through the official channels listed above.
