

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
**BUTULA TECHNICAL AND VOCATIONAL
COLLEGE**

P.O. BOX 44 – 50404, BUMALA (KENYA)
Email address:butulatechnical@gmail.com

APPLICATION FORM

REF: BTLTVC/REG/APP/F1

(FILL IN BLOCK LETTERS)

1. Name of the course applied for.....Level(Diplo
ma/Craft/Artisan)
2. Applicant's Names:.....
ID No.Email:.....
Mobile No. Parent Mobile No.....
3. Date of birth:
Day Month Year
4. Gender: Male ☐ Female ☐
5. Parent's / Guardian's Name.....
6. Postal Address..... Postal Code: Town:
7. County.....Sub-County.....Ward.....
8. Location.....Sub-location.....
9. Declaration of Educational Qualifications (Most recent first):

School Code/Index Number	Year	Level/Certificate	School/Institution	Grade/Score

I _____ hereby declare that all the
information declared on this application form are true and complete to the best of my
knowledge and belief. I understand that action can be taken against me by the institu
tion.

Date..... Signature of Applicant

OFFICIAL USE ONLY

Received On _____

Signature

Data Clerk / Customer Care

Status of Application Approved ☐ Unapproved ☐

Remarks (if Unapproved).....

Date processed : Signature:.....

Registrar

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
**BUTULA TECHNICAL AND VOCATIONAL
COLLEGE**

P.O. BOX 44 – 50404, BUMALA (KENYA)
Email address:butulatechnical@gmail.com

REF: BTLTVC/REG/ADM/F2

OFFER OF ADMISSION AND JOINING INSTRUCTIONS

Dear

Fix a coloured
passport

RE: OFFER OF ADMISSION:

Following your application for admission, Butula Technical and Vocational College is please
d to inform you that you have been offered an opportunity to pursue level.....co
urse in.....

The course will take a duration ofyear (s).

You are required to report to the college for registration on..... But not later tha
n And later embark on your studies.

You are supposed to bring the following items on reporting:

- Original and photocopy of Admission Letter
- Two coloured passport size photographs
- Your National ID card and a photocopy of each side.
- Originals and photocopies of K.C.P.E, K.C.S.E Result slips or certificates and school le
aving certificates for verification.
- Original and photocopy of your birth certificate.
- 1 ream A4 printing papers
- 2 spring files
- Filled medical form
- A Scientific Calculator engineering courses.
- Personal effects (Stationery, Mattress, Bed sheets, Bed covers, Soaps, Towel, Shoes,
Water buckets, Plates and mosquito net.)

For any enquiries contact the registrar on: 0710880143

MS. CAROLYNE KWEDHO
SENIOR PRINCIPAL/SECRETARY BOG

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
**BUTULA TECHNICAL AND VOCATIONAL
COLLEGE**

P.O. BOX 44 – 50404, BUMALA (KENYA)
Email address: butulatechnical@gmail.com

MEDICAL FORM

REF: BTLTVC/REG/MED/F3

Name: County: Sub-county:

Eye and Vision Unaided Right – Left? Aided right? Left Colour blind? Visual Field?	
Nose and Throat Nasal breathing Habitual? Adenoids?	
Ears: Hearing voice – Right Left	
Mouth and teeth	
Glands in the neck	
Chest Heart With special reference to any TB tendencies	
Spiral column	
(a) Urine	
(b) Faeces	
Spleen Liver Piles and varicose veins	
Any other weakness, defect or disease e.g defects on speech, local etching or spasm, chore or other neurons disorder.	
STIs	
Rheumatic tendency	
General observations where care is desirable	
Any others	

Name of M.O.H: Signature: Date:

HOSPITAL RUBBER STAMP

Declaration by Applicant:

I declare that the information provided in this form is TRUE to the best of my knowledge.

Trainee's Name: ID No.: Sign: Date:

Parent's Name: ID No. Sign: Date:

NOTE: All applicants must present the form dully filled by a medical doctor on admission.
PARENT/GUARDIAN DECLARATION: In case of any serious medical condition, I recommend my c
hild be admitted tohospital.

NOTE: The parent/ Guardian will foot all expenses incurred during admission in hospital.

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
BUTULA TECHNICAL AND VOCATIONAL
COLLEGE
P.O. BOX 44 – 50404, BUMALA (KENYA)
Email address:butulatechnical@gmail.com

COLLEGE RULES AND REGULATIONS

REF:BTVC/REG/COLL.RULES/F4

**THE FOLLOWING RULES AND REGULATUIONS APLY TO ALL TRAINEES IN THIS CO
LLEGE**

Breach of any of these rules and regulations shall lead to disciplinary action.

1. PUNCTUALITY: Observe the daily college programs strictly.
2. CLASS ATTENDANCE: Trainees must attend all lessons and do all assignments.
3. ACADEMIC PERFORMANCE: Trainees not measuring up to the required standard as stipu
lated in the academic policy may be discontinued.
4. MODE OF DRESSING: Trainees must observe personal hygiene and dress decently.
5. CLEANLINESS: Trainees will attend to cleanliness requirements in the following areas:- te
chnical drawing rooms; dormitories; dining hall and class rooms.
6. DRUG ABUSE: Smoking, taking of any addictive drugs and alcoholic drinks is prohibited.
7. CARE OF PROPETY: Everyone is expected to respect Institutional/personal property. Any
damage or loss or abuse of such property shall be accounted for by the individual concer
ned.
8. RESTRICED AREAS: The following are out of bound:
 - (a) Staffroom to trainees
 - (b) Kitchen to trainees and visitors
9. VISITORS: All visitors should report to the office. Unless with express permission from the
office, no visitor will be allowed to see a student during class time. Visitors may see train
ees during break and lunch.
10. SUSPENSION: Once a student has been suspended, he/she will be escorted by the securit
y officer out of the college compound.
11. OUTINGS: Absence from college shall be with express permission from the Dean.
12. SICKNESS: All cases of sickness must be reported to the officer in charge or the duty ma
ster.
13. RESPECT: All trainees are expected to display responsible behavior, problems, if any shall
be solved through established channels. All are expected to display a higher degree of res
pect to staff, visitors, themselves and their colleagues.
RESPECT IS NOT DEMANDED, IT IS COMMANDED.

DECLARATION

I (full name)of ADM No. Do hereby confirm that I have read t
he above rules and regulations and bind myself to abide by them.

Trainee's Signature: Mobile No.: Date:

WITNESS

Parent/Guardian's Name: ID No.:

Mobile No.:Signature: Date:

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
BUTULA TECHNICAL AND VOCATIONAL
COLLEGE
P.O. BOX 44 – 50404, BUMALA (KENYA)
Email address:butulatechnical@gmail.com

TRAINEE'S DETAILS FORM

REF: BTVC/REG/TRAINEE DET./F5

NAME: COURSE: LEVEL:

Admission No	
Id No	
KRA Pin No.	
First Name	
Middle Name	
Surname	
Gender	
Date Of Birth	
Birth Certificate No	
KNEC K.C.P.E Index No	
KNEC K.C.S.E Index No	
P.O. Box	
Zip Code	
Working Email Address	
Mobile No.	
Town	
County Code	
Constituency Code	
Ward Code	
Location	
Sub-Location	
Village	
Students Application (New/Continuing)	
Date Of Admission	
Guardian's First Name	

Guardian's Middle Name	
Guardian's Surname Name	
Guardian's Email	
Guardian's Mobile No	

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
BUTULA TECHNICAL AND VOCATIONAL
COLLEGE
P.O. BOX 44 – 50404, BUMALA (KENYA)
Email address: butulatechnical@gmail.com

REF:BTVC/REG/TRAINEE DET./F6

a) STUDENT'S PARTICULARS

Marital Status:..... Age:.....Nationality:.....

ID/Passport Place of issue:.....Date of issue:.....

Gender: Male ☐ Female ☐

b) GURDIAN'S/PARENT'S PARTICULARS

Fathers Name (Alive/Deceased).....

Mothers Name (Alive/Deceased).....

Address of Parent/Guardian:.....

Number of Siblings Brothers:.....Sisters:.....

c) HOME/CONTACT ADRESS

County :..... Home District.....

Division Location

Sublocation Village Estate

Name of Chief Mobile No

Name of Sub chief Mobile No

d) PREVIOUS EDUCATION

Name and address of Primary School

Name of Head teacher

Mobile No Year done (KCPE)

Name and address of last Secondary School

.....
Name of Principal

Mobile No: Year done (KCSE)

e) DECLARATION

FEES: I understand that fees for the term are paid full at the beginning of each term. Fees once paid are not refundable.

DICIPLINE: I have read and understood the institute's rules and regulations currently in force. I declare that I shall obey them and also agree to be governed by normal discipline procedures.

NAME OF STUDENT: AND NO:

SIGNATURE : DATE:

VERIFIED BY REGISTRAR

NAME:

SIGNATURE:.....DATE:.....

OFFICIAL STAMP :

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
**BUTULA TECHNICAL AND VOCATIONAL
COLLEGE**

P.O. BOX 44 – 50404, BUMALA (KENYA)
Email address:butulatechnical@gmail.com

OTHER REQUIREMENTS

HEALTH REQUIREMENTS

Complete the medical form attached.

Present yourself to a registered medical practitioner who will complete the form. Avail the dully filled form on admission.

The college reserves the right to require a medical examination of any student at any time during training.

CODE OF REGULATION

As a condition of admission you will be required to undertake in writing your commitment to rule s and regulations set out in this document and abide by all rules and regulations for students at Butula Technical and vocational college.

NOTE

Following your placement in this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government Financial Support, you MUST Make an application for consideration through the website www.hef.co.ke in case t he Government scholarship, Loan and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

All students who join our college from September 2023 intake will be expected to use the new finance model as outlined below:

S/N	NEED LEVEL	GOVERNMENT S CHOLARSHIP	GOVERNMENT L OAN	HOUSEHOLD	TOTAL
1.	Band 1	70%	22.5%	7.5%	100%
2.	Band 2	60%	28%	12%	100%
3.	Band 3	50%	32%	18%	100%
4.	Band 4	40%	38%	22%	100%
5	Band 5	30%	43%	27%	100%

HELB beneficiaries will be entitled to upkeep depending on the level of need.

Welcome to the TVET Institution of choice.

MS. CAROLYNE KWEDHO

PRINCIPAL/SECRETARY BOG

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
**BUTULA TECHNICAL AND VOCATIONAL
COLLEGE**
P.O. BOX 44 – 50404, BUMALA (KENYA)
Email address: butulatechnical@gmail.com

BTLTVC/REG/FEES/F6
FEES STRUCTURE FY 2023/2024

ITEM	TERM 1	TERM 2	TOTAL
TUITION	20,300.00	16,321.00	36,641.00
PERSONAL EMOLUMENT	7,629.00	5,250.00	12,879.00
EWC	2,170.00	1,779.00	3,949.00
RMI	2000.00	1,257.00	3,257.00
LT&T	2190.00	1,779.00	3969.00
ACTIVITY	2,400.00	2,114.00	4,514.00
MEDICAL & INSURANCE	1,500.00	500.00	2,000.00
TOTALS	38,189.00	29,000	67,189.00

OTHER LEVIES INCLUDE:

1. All new trainees shall pay 250/= for trainees identity cards.
2. All new trainees shall pay 1000/= for caution money
3. KUCCPS placement Fee 1 500/=
4. TVETA Quality Assurance Fee 500/=
5. Trainees shall arrange for their own accommodation and meals.
6. All fees is paid to **EQUITY BANK, BUSIA BRANCH ACCOUNT NO.0780284400**
351 ACCOUNT NAME: BUTULA TVC – RECURRENT/TUITION ACCOUNT.

Yours faithfully,

MS. CAROLYNE KWEDHO
SNR PRINCIPAL/SECRETARY BOG