



ENDEBESS TECHNICAL TRAINING INSTITUTE

P. O Box 190-30201 Endeless, Trans-Nzoia County
info@endebesstechnical.ac.ke, www.endebesstechnical.ac.ke

TO:

DATE:11/08/2021

RE: OFFER OF ADMISSION

I am pleased to inform you that your application to join this Institute has been successful. You have been offered admission in

.....
Starting on 13TH SEPTEMBER 2021.

DURATION OF REPORTING: Reporting should be within five days (5) days from 13th September 2021, failure to which you will be deemed to have declined the offer. Registration will be done from 8.00am-5.00pm working days.

FEES: College fees will be paid **STRICTLY** as per the fees schedule at this letter.

COLLEGE RULES AND REGULATIONS AND ACADEMIC POLICY: All students are expected to read, understand and obey the attached rules and regulations and to sign the declaration contained in the student's particulars. The medical form attached **MUST** be filled in a recognized Government hospital.

LUNCH: Lunch is provided to day scholars on payment of the stipulated lunch fees.

GAME SKITS: All students have to bring a pair of rubber shoes and a pair of game kit. (colors should be either red, blue or white)

BOARDING FACILITIES:

1)Our boarding facilities are limited and hostels are allocated on First-come-first served basis **ONLY** if one has cleared fees.

2)Those who will not get boarding facilities are advised to seek accommodation elsewhere.

PERSONAL EFFECTS: All students are required to have their own personal effects including 4-inch single mattress, two blankets, two bed sheets, towel, toiletries, adequate clothing, cutlery and utensils and bucket/basin.

REGISTRATION: Students will be registered **ONLY** when they meet the condition stated in this letter and in all attached schedules. In addition, they must bring:

1)Two passport sized photos

(2) Original and copy of (K.C.P.E & K.C.S. E)
Certificates.

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(3)Original and copy of Birth certificate

(5) 1 copy of medical form.

(4) Original and copy of National identity card

(6) SMART PHONE: It is mandatory for every student to have a smart phone for purposes of e-learning as directed by the Ministry of Education.

(7) MUST have a personal email address.

HELB BURSARY/LOAN: Students are advised to apply for bursaries and loans

DANIEL K KAKUSHA

PRINCIPAL/SECRETARY BOG

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COLLEGE RULES AND REGULATIONS

INTRODUCTION

All students are enrolled on the strict understanding that they will comply with all rules and regulations issued by this institute.

ATTENDANCE

Attendance of classes is compulsory. Irregular attendance of classes without valid permission will lead to suspension for a period not less than two weeks.

Reinstatement will be at the discretion of the principal.

INTERNAL EXAMINATIONS

All students must sit for the internal examinations. The results of the examinations will determine whether the student will progress to the next stage or will repeat previous stage or will be discontinued the course as per college academic policy.

COLLEGE PROPERTY

Students must handle property with utmost care. Any student who damages, vandalizes or losses college property will be responsible and will be surcharged the full replacement value of the item. Where the particular culprit cannot be readily identified, a general charge will be administered against all students responsible for the item. Workshop and laboratory regulations must be strictly adhered to.

MOVEMENTS OF COLLEGE FURNITURE, TOOLS AND EQUIPMENTS

Movements of college furniture, tools or equipment's from its designated areas without valid permission is strictly prohibited.

HOSTELS

Students who wish to stay in the college hostels will be required to apply. Those who will be offered a chance must observe the following rules:

- I. Male hostels are out of bounds to all female and female hostels are out of bounds to all males.
- II. No visitors are allowed in the hostels without permission from the dean's office.
- III. No obscene literature or nude pictures should be displayed or drawn on the walls.
- IV. It is the responsibility of all room occupants to keep their own rooms clean.
- V. Ablution rooms must be properly used.
- VI. Excessive noise within the college compound is prohibited. Any students found making excessivenoise will be declared a public nuisance and will be denied boarding facilities.
- VII. The dean's office or any other authorized members of staffs may make surprise inspections of all the rooms at any time.

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DINING HALL/KITCHEN

- I. The kitchen is out of bounds to all students at all times.
- II. The dining hall utensils should not be carried out of the dining hall without proper permission from those concerned.
- III. Utensils should be returned to the kitchen collection table after use.
- IV. Carrying out meals to sick students will be allowed only with permission from the dean.

INTOXICANTS AND DRUGS

The consumption and keeping of any kind of toxicants or drugs in the rooms or in the institute is prohibited. Any students who is found to have taken toxicants or drugs will be summarily expelled out of the institute or will be handed over to the police.

CIGARETTE SMOKING

Smoking of cigarette is prohibited in the rooms, classrooms, workshops, dining hall or any public area of the college. The institute discourages smoking for health reasons.

FIGHTING AND HANDLING OF OFFENSIVE WEAPONS

Fighting is prohibited. Similarly carrying or handling of offensive weapon is also prohibited.

Severe disciplinary action will be taken against any Culprits.

Cases of assault, fighting or handling of offensive weapons may also be referred to the police for further action.

CO-CURRICULAR ACTIVITIES

All students must participate in all college activities whenever called upon except or otherwise with the recommendation from a government doctor.

HONESTY

Every student must conduct himself or herself in an honest manner. Students who are found cheating, stealing or involved in forgery will be expelled from the institute or will be handed over to the police.

MODE OF DRESSING

- I. Students must dress decently all the time in the institute. Provocative clothing is not allocated.
- II. Workshop attires is not allowed to be worn in the dining hall.
- III. Hats and caps should not be worn in the dining hall, classrooms or during assemblies.

PREGNANCIES

Female students will be required to undergo medical checkup in the college once every term.

Female students found to be pregnant will be given one-year maternity leave.

Any female student found to have aborted will be expelled from the institute.

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RELATIONSHIP WITH STAFF MEMBERS

Students must respect all members of staff, irrespective of their designations. (i.e. the teaching, non-teaching and support staff).

CLEANLINESS

All students must keep the institute compound tidy. Students should avoid littering the compound including classrooms, hostels, the halls, lawns and playing grounds.

DAYSCHOLARS

- I. Students who opt to become day scholars will be required to make their own arrangement for accommodation and transport.
- II. Any day scholars found in the college at odd hours will be deemed to be trespassing and will be suspended from the college for a period of not less than two weeks.

ELECTRICAL FITTINGS

Under no circumstances are students allowed to tamper with any electrical fittings or connect additional electrical apparatus to the main supply. Students must not remove bulbs from corridors, ablution blocks or other parts of the buildings. All lights should be switched off when not in use.

MEDICAL SERVICES

The institute will provide medical services for minor ailments in the college. Any students referred to the sub-county hospital or private hospitals for medical treatment will be required to meet their own hospital expenses.

CLUBS AND SOCIETIES

All students are free to join any of the officially registered clubs and societies in the institute. Registration of new clubs will be allowed provided that their constitutions are in harmony with the college rules and regulations.

AMENDMENTS TO THE RULES

The principal reserves the right to change, add to, amend or otherwise vary these rules at any time without notice and in accordance with the education ACT CAP 211 of the Laws of Kenya.

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DRAWING REQUIREMENTS

- 1) Drawing Set
- 2) Set Squares
- 3) T-Square
- 4) Drawing Pencils
 - a) HB
 - b) H
 - c) 3H
 - d) 2H
 - e) Clutch Pencil
- 5) Navy blue dust coat/overall
- 6) Safety boots (gumboots)
- 7) Helmet

STUDENT'S ACCEPTANCE /DECLARATION FORM

Dear Sir/Madam

Candidate's surname/last name:

Candidate's other names:

Admission letter Ref. No:ID. NO :.....Birth Cert. No :
.....

With reference to your letter offering me a vacancy
in:.....

Department:

.....

Course:

.....

This is to confirm that **I DO ACCEPT** the offer and **I PROMISE TO ABIDE** by the rules and regulations governing the conduct and discipline of the students of ENDEBESS TECHNICAL TRAINING INSTITUTE.

I do hereby undertake to **COMPLETE THE COURSE** for which I have been accepted **WITHIN THESTIPULATED DURATION** unless I am discontinued by the institute management.

I will accept the rules and regulations made from time to time for the good order and governance of the institute.

I accept **ANY DISCIPLINANRY CONSEQUENCES** at any stage of any application, admission or studentship in the events that the information provided in the application or admission form is found to be false.

Yours faithfully,

SIGNATURE.....

NAME.....

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STUDENT'S PARTICULARS FORM

Name:.....National ID/ NO.....

Date Of Birth: Age.....

Sex (male/female)marital status (married/ single).....

If married(husband/wife's) name.....

Address.....mobile number.....

Father's name (alive/ deceased)

Address..... mobile number.....

Mother's name (alive/ deceased)

Address.....mobile number.....

Guardian's name (any other person who can be contacted in case of a problem)

Name..... relationship.....

Address..... mobile number.....

County.....ward.....village/estate.....

Last primary school attended.....

Year of completion.....K.C.P.E index no.....

Last secondary school attended.....

Year of completion.....K.C.S.E index no.....

Any other institution(s) attended.....

Year.....course (s) undertaken.....

Responsibilities held in the former school.....

Extracurricular activities participating in while in former school.....

Work experience where applicable.

Name of organization.....

Position held.....

Address.....

Name of organization.....

Position held.....

Address.....

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DECLARATION

IID/NO.....

Hereby declare that I have read and understood the institute rules and regulations. I will undertake to abide by them at all times at every level of the institute administration and if I go against them I will accept any disciplinary measures taken against me.

I also declare that the information I have given above and all documents attached in support of this admission are all correct.

Signed.....date.....

Parents/guardian's name.....ID.NO.....

Signed.....date.....

CERTIFICATE OF MEDICAL EXAMINATION

Mr/Mrs/ Miss.....is seeking admission into a course at Endebess Technical Training institute . The institute requires a medical report from a certified medical practitioner on the candidate's fitness to pursue the course. Please examine the candidate and provide confidential findings to the institute.

CLINICAL FINDINGS

Vision :.....

Hearing:.....

Physical handicaps (if any):.....

Any previous major illness e.g:.....

Epilepsy.....

Hypertension.....

Asthma.....

Ulcers.....

Any communicable diseases.....

CAB FINDING

Blood for VDRL.....

Pregnancy test.....

Any other STD.....

CERTIFICATION

The candidate named has been examined today and I can/cannot certify that she/he is medically fit for the course.

Doctors name:

Address :

Signature :

Stamp :

COLLEGE ID CARD APPLICATION OR REPLACEMENT FORM

Application/replacement information

For any inquiry of lost, stolen or damaged identification card please visit the office of the Dean of Students.

For the college ID card application or replacement pay ksh200 and attach a copy of receipt to this form.

Other notes:

Maliciously damaged college ID card will be charged for replacement

All college ID cards are the property of Endebess Technical Training Institute and are to be returned upon completion of the course.

It is an offence for a student to be in possession of more than one college ID card or any college ID card that bears wrong details of the owner.

Any old or lost college ID card must be returned to the office of the Dean of Students

Applicant's Details :

☐

Boarder

☐

Day scholar

Name :mobile phone No.....

Students Adm. No.....department:

Course :

I hereby certify that my Endebess Institute ID card is/ was

☐

New

☐

Lost

☐

Damaged

☐

Stolen

Signature..... Date:

For office use only :

☐

Approved

☐

Not Approved

official signature.....Date &Stamp.....

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