



KIPKABUS TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 10882, 30700 Eldoret,
Tel: 0717130180, Email: info@ktvc.ac.ke.

Your Reference:

RE: PROVISIONAL ADMISSION FORM

Dear

I am pleased to inform you that your application for a the course below at KTVc has been successful.

You are expected to report on _____, with the last date of reporting being on _____, after which your vacancy will be reallocated.

		Please Bring the Following Items
Tuition Fee(Government Capitation)	11,920.00	✓ This Letter of Offer
Personal Emoluments	5,760.00	✓ The Total Fees quoted alongside
E W C	1,630.00	✓ Your ID card/ Passport/ Proof of Identity
L T & T	1,850.00	✓ Two recent Passport size photos
R M I	1,130.00	✓ Original Education Certificates
Activity Fee	1,830.00	✓ Completed Medical Form KTVc/MED/1
Medical Fee	300.00	✓ Birth Certificate
Insurance	0.00	
Attachment	2,000.00	
TOTAL	26,420.00	

Note 1: When reporting, you are expected to pay the fees using MONEY ORDER, BANKERS CHEQUE or MPESA PAYBILL . cash is NOT accepted.

Note 2: Note that sponsorship, bursaries or any financial assistance is NOT guaranteed by the institution upon intake or during the duration of the course.

Note 3: For those sponsored, proof of sponsorship must be produced before registration.

Note 4: Whereas the institute will endeavour to do what it can to settle the trainees, trainees residing outside institutional hostel will be expected to take care of themselves. it is the responsibility of the parent/guardian/trainee to find and pay for secure and appropriate accommodation.

Note 5: You MUST always safely retain ANY cash office receipts and transaction messages if using MPESA in case of any future queries regarding payment of fees.

Note 6: On reporting collect your registration form from the registry clerks, who will check your certificates, and direct you to the bursar's office to pay your fees before you are fully placed in the course.

Note 7: This offer does not include hostel accommodation which is very limited and may not be available. Please inquire from the dean if you require hostel facilities. In any correspondence please quote your admission number:

Note 8: Trainees are asked to visit HELB website, www.helb.co.ke and apply for TVET Loans and Bursaries

Yours faithfully

Sheila Mutai,
Registrar (For Principal)

Address any correspondence to

The Principal
Kipkabus Technical and Vocational College
P.O Box 10882,
Eldoret, Kenya

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P.O BOX 10882-30100 ELDORET

FEES SCHEDULE FOR ACADEMIC YEAR 2021/2022 REGULAR COURSES

NO	VOTE HEAD	ANNUAL FEES	1 st Year		2 nd Year		3 rd Year	
1.	TUITION(GOVERNMENT CAPITATION)	30,000	15,000	15,000	15,000	15,000	15,000	15,000
2.	PERSONAL EMOLUMENTS	11,520	5,760	5,760	5,760	5,760	5,760	5,760
3.	E.W.C.	3,260	1,630	1,630	1,630	1,630	1,630	1,630
4.	LT&T	3,345	1,850	1,495	1,850	1,495	1,850	1,495
5.	R.M.I.	1,945	1,130	815	1130	815	1130	815
6.	ACTIVITY	3,350	1,830	1,520	1,830	1,520	1,830	1,520
7.	MEDICAL	500	300	200	300	200	300	200
8.	ATTACHMENT	2,000	2,000	0	2,000	0	2,000	0
9.	INSURANCE	500	0	500	0	500	0	500
	TOTAL LESS HOSTEL FEES	56,420	29,500	26,920	29,500	26,920	29,500	26,920

NOTE:

- Students Invoices SHALL NOT include Hostel fees (ksh.10, 000) and students ID card of (Kshs. 300) Examination Fees is NOT included in the Fees Structure.
- Our bank is Kenya Commercial Bank, Eldoret East
- AC/NO.1238352421 or by Bankers Cheque or Money order. Please indicate the
 - Name and admission number of the student on the banking slips.
 - Acc Name is kipkabus technical and vocational college (KTVC)
- Pocket money etc SHOULD NOT be deposited into the institutes account.
- STUDENTS SITTING FOR EXTERNAL EXAMS MUST CLEAR ALLOUTSTANDING FEES ARREARS BEFORE EXAM REGISTRATION.**
- N.B: THE GOVERNMENT WILL PAY CAPITATION FEE OF 30,000 PER STUDENT UNDER KUCCPS.**

JOSEPH KEMEI

PRINICIPAL/BOARD SECRETARY

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RULES AND REGULATIONS GOVERNING STUDENTS' DISCIPLINE AT KTVC

PREAMBLE

To be able to benefit fully from our training and achievement of academic objectives, our guiding rule should be **hard work, honesty and co-operation** among ourselves.

The following rules and regulations therefore are for the well being and security of KTVC community. It is important that the security of all of us be guaranteed while in KTVC. Freedom and equality is achieved through **DISCIPLINE**. No group of persons (Trainees, Trainers and non-teaching staff) can live tolerably together or pursue common objectives/goals, without self discipline.

A credit to KTVC on the trainee's good performance and general conduct is a credit to trainees themselves first, later to the trainers and administration. Let us all abide by these rules and regulations for peaceful co-existence in KTVC.

RULES AND REGULATIONS

1. All trainees must respect teaching and non-teaching staff.
2. All trainees must abide by rules and regulations of internal and external examination bodies.
3. Trainees must attend to all their lectures and practicals, unless officially exempted.
4. Any unauthorized assemblies (Kamukunjis) are not allowed whatsoever.
5. **Dress Code:** All trainees must keep themselves neat and tidy at all times. All dressing **MUST** be decent. Students are NOT allowed to put on tight trousers/skirts/dresses, mini-skirts above the knee, and skirts with long slits; dresses/blouses with open necklines, bare backs, "tumbo-cuts", sagging trousers, peddle pushers, shorts or bulky trousers. Shirts, t-shirts and trousers with obscene wordings and/or expressions are NOT allowed. Hair styles should be neat and clean. Hairstyles in excessively bright colours e.g. purple, yellow, blue, red and white and molar are NOT allowed. Male students are NOT allowed to put on earrings and studs on one or both ears and on any other part of the body; hats/caps during class, church, office and at all KTVC functions should NOT be worn; Dreadlocks and braided hair for male students is **PROHIBITED**.

6. All waste materials **MUST** be disposed off in appropriate dustbins.
7. All hostel rooms, classrooms, workshops, laboratories etc, **MUST** be kept clean and tidy, at all times.
8. Trainees are **NOT** allowed to receive visitors or telephone calls during class hours; **Note: ALL** cell phones must be switched off during lectures and examination session.
9. Trainees **SHOULD NOT** allow visitors into the hostels.
10. Trainees visitors are not allowed in the compound between 6.00 p.m. and 6.00 a.m. (night hours)
11. Vehicles are **NOT** allowed in the hostel and workshop areas. They should be parked in the visitor's car park.
12. Every trainee is encouraged to participate in games, clubs and societies.
13. **NO** sick trainees shall remain in the hostel without authority. Emergency cases will be attended to by the institutes nurse at all times. The institute shall rely on the opinion of the nurses and the visiting doctor in determining whether a trainee requires further treatment outside the institute or not.
14. The students Council will be responsible for the discipline of trainees during meals time and any other official functions within the Institute. All trainees **MUST** respect the direction/instruction given by their councilors at all times.
15. Every boarding trainee **MUST** produce a meal card before she/he is served. **Meal cards are NOT transferable.** All meals **MUST** be eaten in the dining hall unless otherwise specified.
16. Under no circumstances will trainees be allowed into the kitchen other than the councilors on duty.
17. All boarding students are expected **check in the compound by 8.00 p.m.** on daily basis unless they are out of the compound officially under the guidance of respective lecturers.
18. No trainee is allowed to misuse the Institute's facilities e.g.
 - i) Tapping power from unauthorized source
 - ii) Entry and exit through windows
 - iii) Vandalism of any of the Institute's Property and any other Person's property
19. Visits to student rooms of residence by members of the opposite sex are **PROHIBITED.** Sexual immorality in hostels or in any part of the institute is **NOT** allowed.

20. Female trainees will **NOT BE ALLOWED** to carry pregnancies in the course of their training. Any trainee who becomes pregnant should apply for maternity leave through their respective HODs.
21. Abortion is a **CRIMINAL** offence and any trainee found to have procured, attempted to procure or attempting to procure an abortion shall be handed over to the law enforcement agencies.
22. Trainees should NOT be involved in;-
 - i) Cheating in tests and examinations
 - ii) Fighting
 - iii) Stealing
 - iv) Making or possessing weapons in the Institute
23. **Use of alcohol, cigarettes, illicit drugs and trafficking** of the same is **prohibited** in all areas of the Institute. Any student involved directly in alcohol or use (being drunk and disorderly) or trafficking of drugs will be expelled from the institute and handed over to the law enforcement agency for legal action, where appropriate.
24. It is the responsibility of the trainees to **ADHERE** to **ALL** regulations governing training as far as Workshops & Laboratories are concerned and as specified by the Factory Act, KMLTTB Act, PPB Act and all other relevant Acts and regulations that may come into force from time to time.
25. All trainees **MUST** adhere to KTVC rules and regulations while on attachment and educational tours. Breach of any of the above rules and other rules from departments will lead to serious disciplinary action taken against you.

DECLARATION BY THE STUDENT

1. I declare that I have read and understood the Rules and Regulations governing my conduct while a student at KTVC.
2. I agree to abide by the rules in totality and to promote and maintain the character of the Institute.

NAME: **ADM/NO.**

SIGNATURE: **DATE:**

WITNESS (PARENT/GUARDIAN): NAME:

SIGNATURE: **DATE:**

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MEDICAL EXAMINATION CERTIFICATE

NOTE: Applicants for entry to the college must get this form completely filled by registered Doctor. PAYMENTS FOR EXAMINATION & TREATMENT ARE THE RESPONSIBILITY OF THE APPLICANT.

NAME: _____

HOSPITAL : _____

1.	Eye and vision: Unaided right – left? Aided right – left? Colour blind Visual field	
2.	Nose & Throat: Is nasal breathing habitual? Adenoids?	
3.	Ears: Hearing voice – Right? - Left	
4.	Mouth and Teeth	
5.	Glands in the neck	
6.	Chest – Heart With special reference to any tubercular cadencies	
7.	Spinal cord	
8.	a) Urine b) Stool	
9.	Spleen – liver Files & varicose veins	
10.	Any special weakness, defect or disease e.g. defects of speech, local twitching or spasms or other nervous disorders. Veneral disease or rheumatic Tendency.	
11.	General observations. If special care is desirable in any special direction, please give particulars.	

Dr 's Name:..... Sign..... Date:.....

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STUDENT'S PARTICULARS:

1. NAME:.....
2. MARITAL STATUS:..... TEL.NO:..... VALID E-MAIL ADDRESS
.....
3. FATHER'S NAME (ALIVE/DECEASED).....
4. MOTHER'S NAME (ALIVE/DECEASED).....
5. GUARDIAN'S NAME (Any other person who can be contacted in case of an Emergency)
..... TEL. NO.....
6. PERSON RESPONSIBLE FOR FEE PAYMENT..... TEL:.....
7. GUARDIAN'S/NEXT OF KIN TEL. NO.....
8. HOME ADDRESS:..... P.O.
9. PHYSICAL ADDRESS:.....
COUNTY SUB COUNTY.....
LOCATION:..... SUB LOCATION:.....
- CHIEF'S NAME.....

I declare that the above information is correct to the best of my knowledge.

Student's Sign:..... Date:.....

11. DECLARATION BY PARENT/GUARDIAN

- (i) If my son/daughter has to have hospital treatment, I am prepared to pay the hospital charges. I wish him/her to be admitted to: (Tick appropriately)
- (a) The **Uasin Gishu** County Referral Hospital.
 - (b) The **Eldoret** Hospital
 - (c) The **Moi Teaching and Referral** Hospital
 - (d) **Mediheal Hospital**
 - (e) Burnt Forest Sub County Hospital
 - (f) Others: (Specify).....

Note: on Hospital Treatment

Please note that the medical fee paid to the college covers for the cost of drugs at the college's dispensary and the doctor's scheduled visit to the dispensary. It does not cover medical treatment outside the dispensary

Parent/Guardian's

Name:..... Sign..... Date:.....

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TUITION REQUIREMENTS:

ALL STUDENTS

- a. SCIENTIFIC CALCULATOR Casio fx-82MS (Mandatory)

FOOD AND BEVERAGE STUDENTS

CRAFT (MODULE 1)

- a. Chefs jacket (tatrex /oxford)
- b. Black trouser/ skirt Waist apron bound with blue and white checked materials
- c. Scarves blue checked materials
- d. Pair of low heeled black closed shoes
- e. Dust coat (tatrex) white Butcher/meat knife
- f. Vegetable peeler
- g. A set of measuring cups
- h. A set of measuring spoons
- i. A measuring jug (capacity 1 Ltr)
- j. Oven gloves
- k. Vegetable knife
- l. Name tag
- m. Dish cloth (2pcs)

CRAFT (MODULE 2)

- a. Service cloth(linen), Glass cloth, Dish cloths (4 pcs each)
- b. Name tag
- c. White table damask 60" x 60"
- d. Slip cloth 1m x 1m(tetrex)
- e. Shirt- white short sleeved
- f. Table napkins 21" x 21" (4 pcs)
- g. Waiter's uniform (black and white) skirt for ladies and trousers for men
- h. Glass water jug
- i. Bow tie black

- j. Waist coat

DIPLOMA

- a. Chefs jacket (tatrex/oxford)
- b. Black trouser/ skirt Waist apron bound with blue and white checked materials
- c. Scarves blue checked materials
- d. Pair of low heeled black closed shoes
- e. White Dust coat tatrex materials
- f. Service cloth(linen) glass cloth, dish cloths (4pcs)
- g. Name tag
- h. White table damask 60' x 60' (1pc)
- i. Slip cloth damask 1m² (1pc)
- j. Table napkins 21 ' x 21' (4 pcs)
- k. Butcher meat knife
- l. Vegetable peeler
- m. A set of measuring cups
- n. A set of measuring spoons
- o. A measuring jug (capacity 1 Ltr)
- p. Shirt- white short sleeved
- q. Oven gloves
- r. Vegetable knife
- s. Chef's hat
- t. Piping bag
- u. Glass water jug
- v. Bow tie - black
- w. Waist coat

ENGINEERING STUDENTS

- a. Standard T-Square Plastic
- b. Technical Drawing 45°Set Square & 60° Set Square.
- c. Rotring Technical Drawing Instruments Set
- d. Masking Tape
- e. Steadler Pencils Type – HB,2H,4H,H
- f. Overall / Dust Coat – Navy Blue
- g. Safety Boots
- h. Tape Measure 5m- (Plumbing, Masonry, Carpentry And Craft Building Students)
- i. Pliers and Tester (Electrical Engineering Students)

HAIR DRESSING AND BEAUTY THERAPY

1. Tail Comb, Afro Comb and Styling Comb (1 pc Each)
2. Apron with front pocket (Navy Blue)
3. Hair scissors
4. White face towels (2pcs)
5. Barbering / Shampooing drapers

SCIENCE LABORATORY TECHNOLOGIST and PETROLEUM GEOSCIENCE

1. White Lab Coats