



STATE DEPARTMENT OF TECHNICAL AND VOCATION AND TRAINING
EMURUA DIKIRR TECHNICAL TRAINING INSTITUTE

P. O. BOX 180-20401, CHEBUNYO-KENYA.

Tel: +254740555123

Email: emurudikirrtti2019@gmail.com

Website: www.edtti.ac.ke



Our Reference: App/2022/01

Date: June 30, 2022

Affix passport photo

Dear _____

Your Reference: _____

COURSE: _____

I am pleased to inform you that your application for the above course has been successful, **Congratulations!** The official reporting/registration date is **05/09/2022**. Last date of registration is **16/09/2022**, during registration at the registry you will be required to have the following:

- i. Original copies of your academic certificates
- ii. National ID/Passport
- iii. Two recent passport size photos
- iv. Birth certificate and Secondary School leaving certificate

You are therefore required to register and pay the fees for this course **BEFORE** the last registration date or your place will be offered to another deserving candidate.

The student must bring **PAY-IN-SLIP, MPESA MESSAGE OR BANKERS CHEQUE** for the **FULL AMOUNT OF FEES** so as to be issued with an official cash receipt. **RECEIPT** should be produced promptly for the service provision.
Hostel accommodation is very limited and may **NOT** be available.

You are also advised to seek guidance from the office of the Registrar on issues concerning Higher Education Loans Board (**HELB**) loans, bursaries and other sources of funding on needs basis. We strongly recommend that you apply for **TVET HELB** loans and bursaries through Higher Education Loans Board (HELB) on **www.helb.co.ke**.

Yours faithfully,

Correspondence to:

THE PRINCIPAL,
EMURUA DIKIRR TECHNICAL TRAINING INSTITUTE

REGISTRAR (FOR PRINCIPAL)

P.O. BOX 180-20401, CHEBUNYO

STUDENT PARTICULARS

NAME:.....ID NO:.....
MARITAL STATUS.....GENDER:.....TEL. NO:.....
EMAIL ADDRESS.....
DATE OF BIRTH.....NATIONALITY.....COUNTY.....
SUB-
COUNTY.....LOCATION.....
SUB-LOCATION.....
LAST SCHOOL.....
KCPE INDEX NO:.....YEAR.....GRADE/MARKS.....
KCSE INDEX NO:.....YEAR.....GRADE.....
FATHER'S NAME (ALIVE/DECEASED).....
MOTHER'S NAME (ALIVE/DECEASED).....
GUARDIAN'S NAME (Any other person who can be contacted in case of a problem)
.....TEL. NO:.....
PERSON RESPONSIBLE FOR FEE PAYMENT
(NAME).....TEL.....
GUARDIAN/NEXT OF KIN TEL. NO:.....
HOME ADDRESS.....
PHYSICAL ADDRESS.....
COUNTY.....HOMESUBCOUNTY.....
LOCATION.....SUBLOCATION.....
CHIEF'S
NAME:.....
I declare that the above information is correct to the best of my knowledge.
Student's Sign.....Date.....

FEES POLICY

FEE ONCE PAID IS NOT REFUNDABLE

DECLARATION BY PARRENT/GUARDIAN

If my son/daughter has to have hospital treatment, I am prepared to pay the hospital charges.

Parent/Guardian's

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

MEDICAL FORM

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 _____ COUNTY _____

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) Stools	
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. Venereal disease or rheumatic Tendency.	
11.	General observations. If special care is desirable in any special direction, please give particulars.	

GENERAL OBSERVATION AND DECLARATION BY DR/PHYSICIAN

I, _____ certify that the above information is correct, that the general state of health, physical and mental condition of the applicant is good and can undertake training in a technical college.

Date: _____ Doctor's Signature and Stamp _____

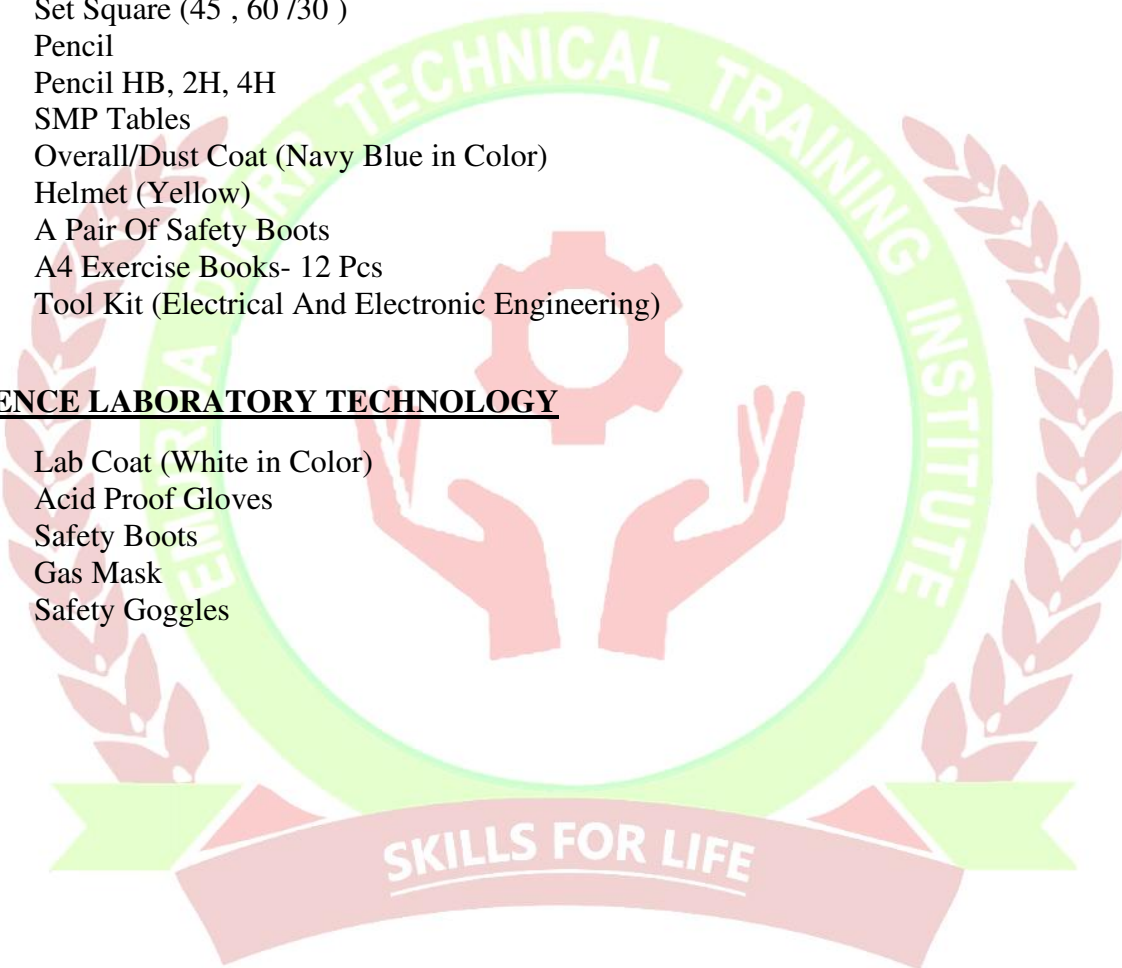
ADMISSION REQUIREMENTS

ENGINEERING COURSES

- i. Scientific Calculator
- ii. Engineering Set
- iii. Set Square (45°, 60°/30°)
- iv. Pencil
- v. Pencil HB, 2H, 4H
- vi. SMP Tables
- vii. Overall/Dust Coat (Navy Blue in Color)
- viii. Helmet (Yellow)
- ix. A Pair Of Safety Boots
- x. A4 Exercise Books- 12 Pcs
- xi. Tool Kit (Electrical And Electronic Engineering)

SCIENCE LABORATORY TECHNOLOGY

- i. Lab Coat (White in Color)
- ii. Acid Proof Gloves
- iii. Safety Boots
- iv. Gas Mask
- v. Safety Goggles



RULES AND REGULATIONS GOVERNING STUDENTS AN EMURUA DIKIRR TECHNICAL TRAINING INSTITUTE

PREAMBLE

To be able to benefit fully from our training and achievement of academic objectives, our guiding rules should be hard work, honest and cooperation among ourselves. The following rules and regulations therefore are for wellbeing and security of EDTTI community. It is important that the security of all of us be guaranteed while in EDTTI. Freedom and equality is achieved through discipline. No group of persons (trainers, administration and nonteaching staff) can live tolerably together or pursue common objectives/calls, without self-discipline. A credit to EDTTI 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 EDTTI.

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 dressings **MUST** be decent. Students are not allowed to put on tight trousers/skirts/dresses, miniskirts above the knees and skirts with long slits; dresses/blouses with open necklines, bare backs, "tumbo-cuts", sagging trousers, peddle pushers, shorts or bulky trousers. Shirts, tshirts and trousers with obscene wordings and/or expressions are **not allowed**. Hairstyles should be neat and clean. Hairstyles in excessively bright color e.g. purple, yellow, blue, red and white and Mohawk 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 EDTTI functions should not be worn; Dreadlocks and braided hair for male students is **PROHIBITED**.
6. All waste materials **MUST** be disposed of in appropriate dustbins.
7. All 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 seasons.
9. Vehicles are **NOT** allowed in the workshop areas.
10. Every trainee is encouraged to participate in games, clubs and societies.
11. No trainee is allowed to misuse the institute's facilities e.g.
 - i. Tapping power from unauthorized sources.
 - ii. Entry and exit through windows
 - iii. Vandalism of any of the institute's property and any other persons' property
12. Trainees should **NOT** be involved in;
 - i. Cheating in tests and examinations
 - ii. Fighting
 - iii. Stealing
 - iv. Making or possessing weapons in the institute
13. **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.
14. It is the responsibility of the trainees to **ADHERE** to **ALL** regulations governing training as far as workshops and 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.
15. All trainees **MUST** adhere to EDTTI rules and regulations while on attachment and educational tours. Breach of any of the 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 I am a student at EDTTI.
2. I agree to abide by the rules in totality and to promote and maintain the character of the institute.

NAME:.....**ADM/ NO**.....

WITNESS (PARENT/GUARDIAN): NAME:.....

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



FEES STRUCTURE

S/No	VOTE HEAD	ANNUAL FEES	GOK CAPITATION	PARENT/ GUARDIAN	TERM I	TERM II
1.	TUITION	30,480.00	17,804.00	12,676.00	7,335.00	5,341.00
2.	PERSONAL EMOLUMENTS	11,520.00	6,125.00	5,395.00	4,000.00	1,395.00
3.	EW&C	3,260.00	1,733.00	1,527.00	1,000.00	527.00
4.	LT&T	2,985.00	1,587.00	1,398.00	1,000.00	398.00
5.	RMI	1,825.00	970.00	855.00	655.00	200.00
6.	ACTIVITY	3,350.00	1,781.00	1,569.00	1,000.00	569.00
7.	MEDICAL	1,000.00		1,000.00	500.00	500.00
8.	INDUSTRIAL ATTACHMENT	2,000.00		2,000.00	1,000.00	1,000.00
	TOTALS	56,420.00	30,000.00	26,420.00	16,490.00	9,930.00

ADDITIONAL FEES:

- **Registration Fees** Ksh. 1,500-(For those not placed by KUCCPS)
- **Caution Money** Ksh. 1,000
- **Student ID** Ksh. 500

NOTE:

- Examination fee **NOT** included in this fee structure and it is only **PAYABLE** once the mandatory fee has been fully paid.
- Kenya shillings Thirty thousand (**30,000.00**) shall be disbursed directly to the institution as capitation by the **GoK** to students placed by **KUCCPS**.
- Kenya shillings Twenty-six thousand, four hundred and twenty (**26,420.00**) shall be paid by the parent or one can apply for **HELB** loan.
- Material fee is charged on technical courses.
- **ALL FEES TO BE DEPOSITED TO:**
 ACCOUNT NAME: **EMURUA DIKIRR TECHNICAL TRAINING INSTITUTE**
 ACCOUNT NUMBER: **1284366227**
 BANK NAME: **KENYA COMMERCIAL BANK**
 BRANCH: **SOTIK BRANCH**

For Inquiries contact:

The Principal

Emurua Dikirr Technical Training Institute

P.O. BOX 180-20401, CHEBUNYO.

TEL: 0729461641