



To

RVTTI/QMS/REG/F05

If undelivered return to RIFTVALLEY TECHNICAL TRAINING INSTITUTE. P.O. BOX 244, ELDORET Tel: 0729-621773

RIFTVALLEY TECHNICAL TRAINING INSTITUTE LETTER OF OFFER

**Our Reference: Reference
Date :Date**

Dear Name

APPLICATION FOR Course

I am pleased to inform you that your application for the above course has been successful and the details of the course are as follows.

LAST REGISTRATION DATE 7TH SEPTEMBER 2018 FIRST SEMISTER STARTS 3RD SEPTEMBER 2018
YOU MUST REGISTER AND PAY THE FEES FOR THIS COURSE BEFORE THE LAST REGISTRATION DATE
OR YOUR PLACE WILL BE OFFERED TO ANOTHER CANDIDATE. There are no exceptions to this as many other applicants are waiting!!

When reporting please bring the following items

- This letter of offer
- The Total Fees quoted in the second page of this offer
- Your ID card/Passport/ proof of identity
- Two recent Passport size photos
- Original Education Certificates
- Completed Medical Form RVTTI/MED/1
- Birth Certificate

Note 1: When you come to register you must bring with you a MONEY ORDER, POSTAL ORDER, or BANKERS CHEQUE for the FULL AMOUNT of fees as you cannot be registered on the INSTITUTE computer system until you have paid.

Note 2: Note that SPONSORSHIP, BURSARIES or any FINANCIAL ASSISTANCE is NOT QUARANTEED by the institution upon intake or during the duration of the course.

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

Note 4: Whereas the INSTITUTE will endeavor 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/GURDIAN/TRAINEE to find and pay for SECURE AND APPROPRIATE ACCOMODATION.

- You must always safely retain any cash office receipts in case of any future queries regarding payment of fees.
- On reporting collect your registration form from the registry clerks, who will check your certificates, and direct you to the cash office to pay your fees.
- This offer does not include hostel accommodation which is very limited and may not be available. Please enquire from the dean if you require hostel facilities.
- In any correspondence please quote your application number:

Yours faithfully

Address any correspondence to

Registrar (for principal)

THE PRINCIPAL
RIFTVALLEY TECHNICAL TRAINING
INSTITUTE
P.O BOX 244,
ELDORET, KENYA



An EAC Center of
Excellence



An ISO 9001:2015 certified
Institution



RIFT VALLEY TECHNICAL TRAINING INSTITUTE

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Fax No.: +254 733 244 240
Mobile No.: +254 729 621 773
E-mail: info@rvti.ac.ke
Website: www.rvti.ac.ke



P O Box 244 -30100
ELDORET

Date: 02/07/2018

Ref.No. RVTTI/QMS/REG/F39

FEES SCHEDULE FOR ACADEMIC YEAR 2018/2019 FOR REGULAR COURSES **(EXCLUDING FOOD & BEVERAGE COURSES)**

NO.	VOTE HEAD	ANNUAL FEES	1 st Year			2 nd Year			3 rd Year		
1.	TUITION	5,895	2,947	1,768	1,179	2,948	1,769	1,179	2,948	1,769	1,179
2.	PERSONAL EMOLUMENTS	10,260	5,130	3,078	2,052	5,130	3,078	2,050	5,130	3,078	2,050
3.	E.W.C.	2,880	1,440	864	576	1,440	864	576	1,440	864	576
4.	CONTIGENCIES	900	450	270	180	450	270	180	450	270	180
5.	LT&T	3,165	1,583	950	633	1,583	950	633	1,583	950	633
6.	R.M.I.	1,035	518	310	207	518	310	207	518	310	207
7.	ACTIVITY	1,200	600	360	240	600	360	240	600	360	240
8.	MEDICAL	500	250	150	100	250	150	100	250	150	100
9.	CAUTION	1000	500	300	200	0	0	0	0	0	0
10.	PTA FUNDS	1,100	550	330	220	100	60	40	100	60	40
11.	PTA PROJECTS	3,000	1,500	900	600	0	0	0	0	0	0
12.	REGISTRATION	300	150	90	60	0	0	0	0	0	0
13.	STUDENTS UNION	300	150	90	60	150	90	60	150	90	60
14.	ATTACHMENT	2,000	1,000	600	400	0	0	0	0	0	0
15.	INSURANCE	0	0	0	0	473	0	0	473	0	0
16.	LIBRARY	1,000	500	300	200	500	300	200	500	300	200
17.	COMPUTER FEES	2,500	1,250	750	500	1,250	750	500	1,250	750	500
18.	TOTAL LESS HOSTEL FEES	37,035	18,518	11,110	7,407	15,392	8,951	5,965	15,392	8,951	5,965

- NOTE:**
- Students Invoices **SHALL NOT** include Hostel fees of Kshs. 9,500.
 - Examination Fees is **NOT** included in the Fees Structure.
 - Payments can be made by deposits in either of:
Barclays Bank of Kenya Ltd. Eldoret Branch AC/NO.1258030, OR
Kenya Commercial Bank (KCB) Ltd. Eldoret West branch AC/NO.1175590193
or by Bankers Cheque or Money order.
Please indicate the name and admission number of the student on the banking slips.
 - Pocket money etc **SHOULD NOT** be deposited into the institutes account.
 - STUDENTS SITTING FOR EXTERNAL EXAMS **MUST** CLEAR ALL THEIR SCHOOL FEES BEFORE EXAM REGISTRATION.

DR. TARNO M. EDWIN, PhD, HSC
CHIEF PRINCIPAL/BOG SECRETARY



**EAC Centre of
Excellence in TVET**



**An ISO 9001:2015
Certified Institution**





RIFT VALLEY TECHNICAL TRAINING INSTITUTE

P.O. Box 244 – 30100 Eldoret, Tel: 0704244244, 0734249240

RULES AND REGULATIONS GOVERNING STUDENTS' DISCIPLINE AT RVTTI

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 RVTTI community. It is important that the security of all of us be guaranteed while in RVTTI. Freedom and equality is achieved through **DISCIPLINE**. No group of persons (Trainers, administration and non-teaching staff) can live tolerably together or pursue common objectives/goals, without self discipline.

A credit to RVTTI 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 RVTTI.

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 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 RVTTI 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 RVTTI 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 ready and understood the Rules and Regulations governing my conduct while a student at RVTTI.
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:

**RIFT VALLEY TECHNICAL TRAINING INSTITUTE****P. O. BOX 244 – 30100 Eldoret. Tel: 0704-244244, 0733244240, 0729621773****MEDICAL EXAMINATION CERTIFICATE****NOTE:** Applicants for entry to the college must get this form completely filled by registered Doctor. PAYMENTS FOR EXAMINATION & TREATMENT IS 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) Faeces	
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.	

HOSPITAL TREATMENT

Please note that the medical fee paid to the Institute covers for the cost of drugs at the Institute's dispensary and the Doctor's scheduled visits to the Dispensary. The fees do not cover medical treatment.