LINK COLLEGE STUDENT HANDBOOK

Welcome Message

Welcome to Link College! We are excited to have you join our vibrant academic community. This handbook is designed to help you navigate college life and make the most of your time with us. Please read it carefully and refer to it whenever you have questions about college policies, services, or expectations.

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1. ABOUT US

- **Vision:** To nurture competent, ethical, and empowered graduates.

- **Mission:** To offer quality education that prepares learners for impactful careers.

- **Core Values:** Godliness, Integrity, Excellence, Innovation, Teamwork, Responsibility.

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2. ACADEMIC INFORMATION

- **Courses Offered:** Certificate and Diploma programs in Business, ICT, Hospitality, and Health Sciences.

- **Admission Requirements:** Vary by course; consult program details.

- **Academic Calendar:** Trimester-based with clear start and end dates each term.

- **Grading System:** A (80–100%), B (70–79%), C (60–69%), D (50–59%), F (Below 50%).

- **Attendance Policy:** Minimum 80% attendance required to sit exams.

- **Exam Rules:** ID must be shown; no cheating; lateness beyond 30 minutes disqualifies.

- **Academic Integrity:** Plagiarism and cheating are punishable by suspension or expulsion.

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3. STUDENT CODE OF CONDUCT

- Respect staff, fellow students, and property.

- Dress modestly and appropriately.

- Bullying, harassment, and discrimination are strictly prohibited.

- Disciplinary issues will be handled by the College Disciplinary Committee.

4. CAMPUS LIFE

- Join clubs and societies: e.g., Debate Club, Drama, Red Cross, ICT Club.

- Engage in sports, talent shows, and cultural events.

- Participate in community outreach and volunteer opportunities.

5. STUDENT SERVICES

- **Library:** Open Monday–Saturday, 8:00am–6:00pm.

- **ICT Access:** Free Wi-Fi and computer labs for academic use.

- **Counseling Services:** Confidential mental health and guidance support.

- **Health Services:** Basic health care available through the college clinic.

6. FACILITIES

- Fully equipped classrooms and laboratories.
- Cafeteria providing affordable meals.

- Accommodation provided on a first-come, first-served basis.

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7. FEES AND FINANCE

- Total Term Fee: Ksh. 16,500
    - Admission Fee: Ksh. 1,000
    - Tuition Fee: Ksh. 9,000
    - Library: Ksh. 1,500
    - Exams: Ksh. 1,000
    - Activity: Ksh. 800
    - Medical: Ksh. 500
    - Maintenance: Ksh. 1,200
    - ICT: Ksh. 1,000
    - Student Welfare: Ksh. 500
- Payments should be made to the official college bank account.

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8. SAFETY AND SECURITY

- Report suspicious activity immediately.

- Follow fire evacuation procedures displayed in classrooms.

- ID cards must be worn at all times.

9USE OF TECHNOLOGY

Techno logy plays a vital role in academic communication and learning at Link College. Students are expected to use these tools responsibly and ethically.

- **Official Communication**:
  Every student is provided with a college email account upon admission. This email is the primary mode of communication for all academic and administrative matters, including exam notices, class updates, and official announcements. Students are required to check their college email daily.

- **Responsible Internet Use**:
  Internet and computer lab access is provided for educational purposes only. Any form of misuse—including accessing inappropriate content, hacking attempts, or using college networks for fraud—will result in disciplinary action, including suspension or expulsion.

- **Respect for Intellectual Property**:
  Students must uphold copyright laws by not downloading, copying, or distributing copyrighted materials such as textbooks, software, music, or videos without proper authorization. Plagiarism, piracy, or any form of content theft is a serious academic offense.

- **Online Behavior**:
  Students must maintain respectful conduct on digital platforms, including social media, discussion forums, and learning management systems. Cyberbullying, harassment, or spreading misinformation will attract disciplinary measures.

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10. STUDENT RIGHTS & RESPONSIBILITIES

- **Rights:** Quality education, fair treatment, access to facilities.

- **Responsibilities:** Attend classes, submit assignments on time, respect policies.

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11. GRADUATION

- Students must clear all fees and pass all exams.

- Graduation ceremonies are held annually.

- Certificates are issued within 3 months of graduation.

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12. CONTACTS

- **Registrar's Office:** david@lifewaymi.org

- **Finance Office:** david@lifewaymi.org

- **Student Support:** devison@lifewaymi.org

- **Emergency:** 0706 124 127

We wish you success and growth during your time at Link College!