



**MINISTRY OF EDUCATION
STATE DEPARTMENT OF TVET
KIMASIAN TECHNICAL AND VOCATIONAL COLLEGE
P.O. BOX 1149- 20200, KERICHO**
Email: kimasiantvc@gmail.com, Website: www.kimasiantvc.ac.ke
Mobile No: 0748 186 340 /0720824490



TO

NAME

ADMISSION NO.

Date

Passport size photo



RE: ADMISSION

I am pleased to inform you that you have been offered the course indicated below:-

COURSE CODE	COURSE NAME	ARTISAN/ LEVEL-3	ARTISAN/ LEVEL-4	CERTIFICATE/ LEVEL -5	DIPLOMA/ LEVEL- 6

The course begins on..... any vacancy not filled by.....will be offered to other deserving applicants.

The duration of the courses are:-

DIPLOMA/LEVEL 6	7TERMS/MODULES
CERTIFICATE/LEVEL 5	4TERMS /MODULES
ARTISAN /LEVEL 4	2TERMS /MODULES
ARTISAN /LEVEL 3	1TERM/MODULE

Admission is subject to meeting all admission requirements.

The Institute is situated near Kedowa centre.

WELCOME

ADMISSION FORM

A. PERSONAL DETAILS:

Surname.....Other names.....

Sex.....Religion.....Mobile No..... Date of birth..... Nationality.....I.D No.....

Email.....

Constituency.....County.....

Contact Address.....

Town.....code.....Nearest Police Station.....

Parent/Guardian's Name.....Mobile No.....

B. ACADEMIC QUALIFICATIONS:

1. PRIMARY EDUCATION

Name of last school attended.....year of examination.....

Index no.....Name of the certificate attained/Grade.....

2. SECONDARY SCHOOL:

Name of the last school attended.....year of examination.....

Index no.....Name of the certificate attained/Grade.....

3. OTHER QUALIFICATIONS:

Name of the institution attended.....

Name of course & Grade.....

C. CO-CURRICULAR ACTIVITIES:

D.

- (i) Sports.....
- (ii) Hobbies.....
- (iii) Others.....

E. RESPONSIBILITY WHILE AT SCHOOL (IF ANY):.....

F. I (Applicant) certify that the above information is true.

Applicant's signature.....Date.....

Parent/Guardian's name.....signature.....Date.....

MEDICAL EXAMINATION CERTIFICATE

Note: Applicants for entry to the Institute MUST get this form completed by a **Registered Doctor**. PAYMENT FOR MEDICAL EXAMINATION IS THE SOLE RESPONSIBILITY OF THE APPLICANT.

ADMISSION REQUIREMENTS

YOU MUST COME WITH THE FOLLOWING TO GUARANTEE YOUR ADMISSION:-

A. RECORDS

- (I) Have two copies of fully filled admission forms.
- (II) Medical certificate form filled by a registered medical practitioner at a public health facility.
- (III) Two recently taken passport size photographs.
- (IV) Photo-copies of I.D. card (national), all academic (K.C.P.E & K.C.S.E certificate) Birth certificate and school leaving certificates. Come with originals for comparison
- (V) Pay registration fees of Ksh.3400 and the fees for the term.

B. GAMES:

Any suitable attire for games which include football, basketball, volleyball, netball, rugby, athletics and indoor games

C. STATIONERY:

All students are required to purchase a **smart phone** and their own stationery i.e. spring files, folders, pens, foolscaps, notebooks.

D. ENGINEERING STUDENTS (DIPLOMA, CRAFT, AND ARTISAN):

- a) TECHNICAL DRAWING INSTRUMENTS Set square (clear – plastic) 60° * 30° – 250mm
- b) Set Square (clear – plastic) 45°* - 200mm
- c) Protractor (clear – plastic) 360° - 150mm
- d) Engineering set (contains the following: Pencil compasses: small spring bow – radius 0-40mm, big spring bow – radius 0-150mm e) T-square (clear plastic)
- f) HB pencils and 2H pencils
- g) Erasers.
- h) Portable engineering drawing board.

(II) SCIENTIFIC CALCULATORS/SMP MATHEMATICAL TABLES (ARTISAN)

(III) BLUE OVERALL SHORT SLEEVED

YOU MUST COME WITH AT LEAST TWO TEXT BOOKS IN ORDER TO BE ADMITTED.

E. RECOMMENDED TEXT BOOKS FOR YOUR COURSES ARE SHOWN ON THE ATTACHED SEPARATE SHEET

INSTITUTE REGULATIONS

- a) Class attendance is compulsory and punctuality is essential. All assignments, CATS and exams **MUST** be done as required.
- b) All students are expected to maintain high **ACADEMIC STANDARDS** throughout the course. Supplementary exams are a **MUST** for students who perform poorly in **COLLEGE EXAMS**. For students who persistently perform poorly the **ACADEMIC BOARD** may recommend for his/her discontinuation forthwith.
- c) Students should observe personal hygiene and dress neatly. Students will attend to cleanliness requirements in classrooms, hostel and dining hall. They are further expected to keep the compound neat and tidy.
- d) Smoking and drinking is prohibited in the institute. Disciplinary action shall be taken against students found smoking or under the influence of alcohol.
- e) Handling, possession and consumption of addictive drugs is prohibited in the institute and is a criminal offence punishable by law.
- f) Respect and care of institutional property is important. Students will have to account for any losses /damages.
- g) Students are expected to exhibit responsible behavior to all staff, visitors, and colleagues. Problems if any shall be solved through the proper laid down channels (offices). **Participation in illegal meetings and processions can lead to expulsion.**
- h) All cases of sickness **MUST** be reported to the institute medical officer immediately. Medical fee only cover basic clinical services offered at the institute clinic, the cost for referral cases will be borne by the parent/guardian.
- i) Students **MUST** seek leave of absence before absenting themselves from the Institute. All students are to be in the compound by 7.00 p.m.
- j) Pregnancy is **not** allowed during coursework. Any female student with pregnancy shall be required to defer her course as per institute academic policy.
- k) Abortion is a criminal offence and any student found to have procured or attempted to procure an abortion shall be handed over to the law enforcing agencies.
- l) In the event of a breach of any of the above regulations, the **DISCIPLINARY COMMITTEE** may give the student a verbal/written warning or suspension letter from the Institute. The committee can also recommend for the expulsion of a student. Once suspended, the student will be expected to leave the compound immediately and stay away until he receives official communication. On returning back such students **MUST** be accompanied by a parent/guardian, they are expected to appear before the **DISCIPLINARY COMMITTEE**.
- m) **CHANGE OF COURSE**-For change of course permission **MUST** be obtained from the **REGISTRAR**, and it is possible only when he/she meets the requirement of the Academic Policy, consented by the guardian/parent as well as availability of vacancy in the desired course etc.
- n) All students are expected to observe COVID-19 protocols as directed by Ministry of Health.

LETTER OF ACCEPTANCE AND DECLARATION BY THE STUDENT

Dear Sir/Madam,

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 Kimasian Technical and Vocational College.

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

Name of student.....Signature of student.....

Date.....Telephone Number.....

Name of parent/guardian (Witness)

Signature of parent/guardian Date.....

Parent/Guardian Telephone Number.....

REGISTRAR (ADMISSIONS/ACADEMICS) For THE PRINCIPAL

0705149120

Any special medical attention to be reported to the dean of students upon admissions



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BRONCHURES FOR GOVERNMENT & SELF SPONSORED STUDENTS

LEVEL 6	ENTRY GRADE	DURATION	INTAKE	EXAMINATION BODY
ELECTRICAL ENGINEERING	C- and above	3 YEARS	JANUARY MAY & SEPTEMBER	CBET CDACC
BUILDING TECHNOLOGY				
WELDING				
OFFICE ADMINISTRATION				
AGRICULTURE AND EXTENSION				
DAIRY FARMING MANAGEMENT				
FOOD AND BEVERAGE MANAGEMENT (PATHWAY A)				
INFORMATION COMMUNICATION TECHNOLOGY				
HORTICULTURE				
CIVIL ENGINEERING				
LEVEL 5	ENTRY GRADE	DURATION	INTAKE	EXAMINATION BODY
ELECTRICAL ENGINEERING	D Plain and above	2 YEARS	MAY	CBET CDACC
BUILDING TECHNOLOGY				
WELDING				
FOOD AND BEVERAGE OPERATIONS (PATHWAY A)				
BAKING TECHNOLOGY				
DAIRY FARM MANAGEMENT				
GENERAL AGRICULTURE				
HORTICULTURE				
INFORMATION COMMUNICATION TECHNOLOGY				
PLUMBING				
OFFICE ADMINISTRATION				
COSMETOLOGY				
ARTISAN COURSES/ LEVEL 4	ENTRY GRADE	DURATION	INTAKE	EXAMINATION BODY
GENERAL AGRICULTURE	K.C.S.E D- or E	3 TERMS	JANUARY, MAY & SEPTEMBER	CBET CDACC
ELECTRICAL INSTALLATION TECHNOLOGY				
WELDING				
MASONRY				
PLUMBING				
FOOD AND BEVERAGE PRODUCTION (COOKERY)				
COSMETOLOGY				
HORTICULTURE				
SELF SPONSORED COURSES				
ARTISAN COURSES LEVEL 3	ENTRY GRADE	DURATION	INTAKE	EXAMINATION BODY
BAKING	K.C.P.E		JANUARY, MAY & SEPTEMBER	CBET CDACC
ELECTRONICS TECHNOLOGY				
COMPUTER PACKAGES				



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MODULARIZED CBET CURRICULUM FEE STRUCTURE

VOTE HEAD	AMOUNT PER MODULE
TUITION	13,400
PERSONAL EMOLUMENTS	4,000
EWC	2,000
LTT	2,000
RMI	2,000
ACTIVITY FEE	2,000
MEDICAL & INSURANCE	1,400
ATTACHMENT & INDUSTRIAL LINKAGES	2,000
MATERIAL FEE	3,200
ASSESSMENT TOOLS	3,000
TOTAL	35,000

NB:

- Total fees per module is Kshs 35,000

All students placed by KUCCPS are eligible for a Government Scholarship, Loan and Bursary to assist with educational expenses. For those in need of Government financial support, they MUST make an application for consideration through the official website www.hef.co.ke. In case the Government Scholarship, loan and Bursary do not cover the entire cost of a programme, the deficit will be met by parent/guardian.

- All fees to be deposited to KCB Bank A/C No. 1269508768 -Londiani Branch
Account Name - Kimasian Technical and Vocational College.
- You can also pay through Bankers' Cheque payable to Kimasian Technical and Vocational College.
- Or through Paybill : 522522

The above fees charged are exclusive of meals and accommodation.