



**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR 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 /0716746760



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	CERTIFICATE		DIPLOMA		
			I	II	1	II	III

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

The duration of the courses are:-

DIPLOMA MODULE 1	3 TERMS
CERTIFICATE MODULE 1	3 TERMS
ARTISAN	4 TERMS

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

(i)Sports.....

(ii)Hobbies.....

Others.....

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

E. 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.

1	Eyes and vision a. Unaided Right – left b. Aided right – Left c. Color blind d. Visual field	
2	Pregnancy Test	
3	Test for Venereal Diseases	
4	<u>Nose and throat</u> a. In nasal breathing habitual b. Adenoids	
5	Mouth and teeth	
6	<u>Ears</u> Hearing, voice - Right - Left	
7	Glands in the neck	
8	<u>Chest, heart</u> With special reference to any tubercular tendencies	
9	Spinal column	
10	a. Urine b. Feces	
11	Spleen liver Piles and varicose veins	
12	Any other weakness, defect or diseases e.g. Defects of speech, local twitching or spasm, chorea or other nervous disorder.	

13	<u>General observation</u> If care desirable in any special direction, please give particulars	
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Signature of registered **medical practitioner**

Address.....Rubber Stamp/date.....

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.S.S.E& K.C.P.E) 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



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COURSES FOR GOVERNMENT SPONSORED STUDENTS

COURSES FOR GOVERNMENT SPONSORED STUDENTS				
DIPLOMA COURSES	ENTRY GRADE	DURATION	INTAKE	EXAMINATION BODY
ELECTRICAL ENGINEERING (POWER OPTION) LEVEL 6	C- and above	3 YEARS	JANUARY & SEPTEMBER	KNEC /CBET CDACC
BUILDING TECHNOLOGY				
MECHANICAL TECHNOLOGY AND MAINTENANCE LEVEL 6				
WELDING AND FABRICATION LEVEL 6				
OFFICE ADMINISTRATION LEVEL 6				
AGRICULTURE LEVEL 6				
DAIRY FARMING LEVEL 6				
SOCIAL WORK AND COMMUNITY DEVELOPMENT LEVEL 6				
INFORMATION COMMUNICATION TECHNOLOGY LEVEL 6				
CIVIL ENGINEERING LEVEL 6				
WATER TECHNOLOGY				CBET CDACC
COMPUTER SCIENCE LEVEL 6				CBET CDACC
CRAFT CERTIFICATE COURSES	ENTRY GRADE	DURATION	INTAKE	EXAMINATION BODY
SOCIAL WORK AND COMMUNITY DEVELOPMENT LEVEL 5	D Plain and above	2. YEARS	JANUARY & SEPTEMBER	KNEC /CBET CDACC
ELECTRICAL OPERATION (POWER OPTION) LEVEL 5				
BUILDING TECHNICAL LEVEL 6				
MECHANICAL ENGINEERING (PRODUCTION)				
WELDING AND FABRICATION LEVEL 5				
FOOD AND BEVERAGE(CULINARY ART) LEVEL 5				
GENERAL AGRICULTURE				
INFORMATION COMMUNICATION TECHNOLOGY LEVEL 5				
PLUMBING LEVEL 5				
OFFICE ADMINISTRATION LEVEL 5				
ARTISAN COURSES	ENTRY GRADE	DURATION	INTAKE	EXAMINATION BODY
AGRICULTURAL EXTENSION LEVEL 4	K.C.S.E D- or E	3. TERMS	JANUARY, SEPTEMBER	KNEC /CBET CDACC
FOOD AND BEVERAGE(CULINARY ART) LEVEL 4				
INFORMATION COMMUNICATION TECHNOLOGY LEVEL 4				
ELECTRICAL INSTALLATION LEVEL 4				
ELECTRICAL INSTALLATION LEVEL 3				
WELDING & FABRICATION LEVEL 4				
BUILDING ARTISAN(MASONRY) LEVEL 4				
PLUMBING LEVEL 4				
BEAUTY THERAPY LEVEL 4				
HAIR DRESSING LEVEL 4				
SELF SPONSORED COURSES				
BAKING TECHNOLOGY(PASTRY PRODUCTION)	MINIMUM K.C.P.E	4 MONTHS	MAY	CBET CDACC
HAIR DRESSING OR BEAUTY THERAPY				NITA
WELDING & FABRICATION				
PLUMBING PIPE FITTER				
ELECTRICAL WIREMAN				
DRIVING		1.MONTH	JANUARY	AA
ARCHICAD	K.C.P.E/K.C.S.E	6 WEEKS	HOLIDAYS	KIMTVC
AUTO CAD				
COMPUTER PACKAGES				



NEW FEE STRUCTURE UNDER THE NEW FUNDING MODEL W.E.F SEPTEMBER 2023.

VOTE HEAD	TERM I	TERM II	TERM III	TOTAL
TUITION	21,985	14,656	-	36,641
PERSONAL EMOLUMENTS	7,727	5,152	-	12,879
EWC	2,369	1,580	-	3,949
LTT	2,369	1,580	-	3,949
RMI	1,954	1,303	-	3,257
ACTIVITY FEE	2,708	1,806	-	4,514
MEDICAL & INSURANCE/ATTACHMENT	1,200	800	-	2,000
TOTAL	40,312	26,877		67,189

OTHER CHARGES

REGISTRATION	500	-	-	500
STUDENT UNION	300	300	-	600
TVETA FEES	500	-	-	500
KUCCPS FEES	1,500	-	-	1500
STUDENT ID CARD	300	-	-	300
TOTAL	3,100	300	-	3,400

NB:

- Total fees per year is Kshs 67,189
- Other charges is Kshs 3,400 per year
- Examination fee is payable as per relevant examining body.

All students placed by KUCCPS are eligible for a Government Scholarship, Loan and Bursary to assist with educational expenses. If you need Government financial support, you 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 your programme, the deficit will be met by your 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.

The above fees charged are exclusive of meals and accommodation