



MINISTRY OF EDUCATION  
STATE DEPARTMENT FOR TECHNICAL , VOCATIONAL EDUCATION  
AND TRAINING  
KISIWA TECHNICAL TRAINING INSTITUTE



Knowledge and Skills for better life  
P. O. BOX 657 – 50200, BUNGOMA (KENYA)  
Cell Phone: 0110096090  
Email: [kisiwainstitute@yahoo.com](mailto:kisiwainstitute@yahoo.com) or [info@kisiwatech.ac.ke](mailto:info@kisiwatech.ac.ke)  
[principal@kisiwatech.ac.ke](mailto:principal@kisiwatech.ac.ke)

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## OFFICE OF THE REGISTRAR

Dear:.....

### RE: OFFER OF ADMISSION:

Following your application for admission, Kisiwa Technical Training Institute is pleased to inform you that you have been offered opportunity to pursue ; Artisan/Certificate/Diploma course in ..... The course will take duration of ..... years. You are required to report at the Institute for registration on **4<sup>th</sup> September 2023** but not later than **8<sup>th</sup> September 2023** and later embark on your studies. You are supposed to bring the following items on reporting:

- Letter of admission and two coloured pass port size photographs .
- Your National ID card and a photocopy of each side.
- Originals and photocopies of K.C.P.E, K.C.S.E and school leaving certificates for verification.
- Medical report (see attached form).
- Original and photocopy of your birth certificate.
- 2 reams of foolscaps (for business courses).
- 2 spring files & a Scientific Calculator.
- Other requirements as per the demand of the course (see attached document).
- Personal effects ( Stationery, Mattress, Bed sheets, Bed covers, Soaps, Towel, Shoes, Water buckets, Plates and mosquito net.

### NOTE:

1. All students anticipating to apply for sponsorship to make a copy of the admission letter.
2. There is limited accommodation on first come first served basis.
3. It is criminal offence to give falsified information.

**NOTE CAREFULLY:** In addition to having the minimum entry requirements for admission, there are specific requirements for departmental programs.

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#### 4. HEALTH REQUIREMENTS:

- a) You must be physically and mentally fit to pursue the training program. Forms to enable you get complete medical check-up is enclosed. You should therefore present yourself to a registered medical practitioner who should complete the form so as to make it available by the day you report.
- b) The Institute will not accommodate expectant students of whatever status. Any students who become expectant while undergoing training program in the Institute will be required to seek leave of absence for a period of one year before resuming her studies. The Institute reserves the right to require a medical examination of any student any time during training.

#### 5. CODE OF REGULATIONS:

As a condition of admission you will be required to undertake in writing your commitment to the rule and regulations and abide by all rules and regulations for students at this Institute on admission.

#### NB.

Following your placement in this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government Financial Support, you **MUST** make an application for consideration through the official website. [www.hef.co.ke](http://www.hef.co.ke) in case the Government Scholarship Loan and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

**All students who join our institute from September 2023 intake will be expected to use the new finance model as outlined below:**

| S/NO | NEED LEVEL      | GOVERNMENT SCHOLARSHIP | GOVERNMENT LOAN | HOUSEHOLD | TOTAL |
|------|-----------------|------------------------|-----------------|-----------|-------|
| 1.   | Vulnerable      | 80%                    | 20%             | 0%        | 100%  |
| 2.   | Extremely needy | 70%                    | 30%             | 0%        | 100%  |
| 3.   | Needy           | 50%                    | 30%             | 20%       | 100%  |
| 4.   | Less needy      | 32%                    | 48%             | 20%       | 100%  |

**HELB beneficiaries will be entitled to Kshs. 13,600 for upkeep.**

**Welcome to a TVET Institution of your Choice.**



**REGISTRAR**  
**FOR: THE PRINCIPAL**



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## MEDICAL REPORT

NAME.....ID NO.....

Course to be undertaken.....

1. Eye and vision  
Unaided left-  
Unaided right-  
Colour blindness-  
Visual field
2. Ear, nose & Throat  
Is nasal bleeding habitual  
Adenoids  
Hearing voice-right & left.
3. Spinal  
column.....
4. Mouth & teeth.....
5. Chest, Heart  
With special reference to any tubercular  
Tendencies.....  
Urine.....  
Feaces .....
6. Spleen, Liver, Bile and Varicose Veins.....
7. Any other weakness, defect or disease e.g. defects of speech, in caltwithing or spasm, cholera  
or other nervous disorder, venereal diseases, or rheumatic  
tendency.....
8. General  
observation.....  
If care is desirable in any special area give particulars (e.g. ulcers, Asthma).

Signature..... Date: ..... Stamp: .....



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**FEE STRUCTURE FY 2023/2024**

| PARTICULARS        | TERM I           | TERM II          | TOTAL            |
|--------------------|------------------|------------------|------------------|
| Tuition            | 20,300.00        | 19,119.00        | 39,119.00        |
| Personal Emolument | 5,250.00         | 5,250.00         | 10,500.00        |
| EWC                | 2,170.00         | 2,100.00         | 3,970.00         |
| RMI                | 2,000.00         | 2,000.00         | 4,000.00         |
| LT&T               | 2,100.00         | 2,100.00         | 4,200.00         |
| Activity           | 2,400.00         | 2,400.00         | 4,800.00         |
| <b>GRAND TOTAL</b> | <b>34,220.00</b> | <b>32,969.00</b> | <b>67,189.00</b> |


**Other levies include;**

- i. Registration fee Ksh.2,000.00
- ii. Student welfare Ksh.900.00
- iii. Hostel fees of Ksh.5,000.00 per semester (for boarders only)
- iv. Caution money Ksh.1,000.00 (for new students only)
- v. Student ID Ksh.500 (New students only)
- vi. Meals will be served on Pay As You Eat (**PAYE**)

Every student placed in this institution is eligible for government scholarship loan and bursary to aid on educational expenses. To get the government financial support, one **MUST** make an application for consideration through the official website [www.hef.co.ke](http://www.hef.co.ke)

All payments are payable to **KISIWA TECHNICAL TRAINING INSTITUTE THROUGH KENYA COMMERCIAL BANK (K.C.B), BUNGOMA BRANCH ACCOUNT NO. 1179849035 or MPESA PAYBILL NUMBER 174355 or 522533** No cash payment is allowed whatsoever.

Approved by:

  
Dr. Godfrey Murunga, 50200,  
**SNR. PRINCIPAL**