

MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING

KISIWA TECHNICAL TRAINING INSTITUTE

Knowledge and Skills for better life

P. O. BOX 657 – 50200, BUNGOMA (KENYA)

Cell Phone: 0110096090/0784240895

Email:Info@kisiwatech.ac.ke , Website:www.kisiwatti.ac.ke



When Replying please quote

Ref. No.KISTTI/REG/ADM/F01

Date 5 October 2022

Dear.....

ADMISSION LETTER

RE: OFFER OF ADMISSION AND JOINING INSTRUCTIONS.

Further to your application for admission in this Institute, we are pleased to inform you that you have been offered a place to pursue

COURSE			
DURATION		LEVEL	Diploma / Craft / Certificate / Artisan

NB: THIS OFFER IS SUBJECT TO YOUR PRESENTATION OF VALID ORIGINAL ACADEMIC DOCUMENTS AND RELEVANT TESTIMONIALS.

1. You are required to plan to report at the Institute for registration and be ready to embark on your program by **9th January 2023 and not later than 10th January 2023**
No allowance will be made for any delay, and if you will not have reported by this date, you will forfeit the offer.

2. CREDENTIALS AND OTHER REQUIREMENTS AT REGISTRATION.

When you report, bring the following without which you will not be registered;

- This letter of admission and two coloured pass port size photos.
- Your National ID card and a photocopy of each side.
- Originals and photocopies of your academic and school leaving certificates for verification.
- Medical report (see attached form)
- Original and photocopy of your birth certificate. **Each student is required to produce A3size 1ream of paper, and 2spring file on admission.**



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- Other requirements as per the demands of the course (see attached document)
- Other personal effects e.g. Stationery, Mattress, Bed sheets, Bed covers, Mosquito net, Soaps, Towel, Shoes, Water buckets, Plates etc / **.NB: The institute will only provide you with a bed.**

Prospective trainees are reminded that it is a criminal offence to present any false information to this Institute.

- **All students anticipating to apply for sponsorships to make a copy of the admission letter and fee structure.**

3. REQUIRED PAYMENTS.

- Refer to the fees structure attached.
- **Fees should be paid by bank pay in slip, bankers' cheque payable to *KISIWA TECHNICAL TRAINING INSTITUTE, KENYA COMMERCIAL BANK, Bungoma Branch, 2JIAJIRI Account 1179849035.***

- **NOTE CAREFULLY:** In addition to having the minimum entry requirements for admission into respective programs, students must attain the stipulated contact hours and pass the internal exams in their respective courses- details of which are outlined in the **Academic Policy.**

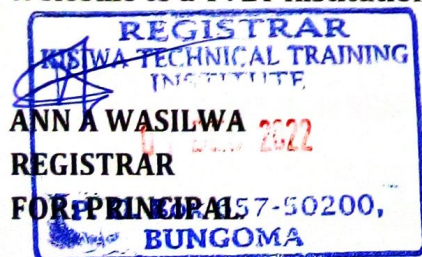
4. HEALTH REQUIREMENTS.

- a) You must be physically and mentally fit to pursue the training program. Forms to enable you get a 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 a 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

- a) As a condition of admission you will be required to undertake in writing your commitment to the rules and regulations and abide by all rules and regulations for students at this Institute on admission.
- b) Lectures for regular courses are conducted from Monday to Friday.

Welcome to a TVET Institution of choice.



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KISIWA TECHNICAL TRAINING INSTITUTE

P.O BOX 657-50200, BUNGOMA

Email Info@kisiwatech.ac.ke

MEDICAL REPORT

NAME..... ID No.....

Course to be undertaken.....

1. Eyes 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, Biles and varicose veins.....
7. Any other weakness, defect or disease e.g defects of speech, incaltwithing or spasm,
chora or other nervous disorder, venereal diseases, or rheumatic teniency.....
8. General observation
.....

If care is desirable in any special area give particulars (e.g ulcers, asthma).

Signature..... Date:Stamp.

Note: This form must be filled by a registered Medical Practitioner.



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principal@kisiwatech.ac.ke

FEE STRUCTURE 2022-2023

	TERM1	TERM2	TERM3	TOTAL
Tuition	7,938	7,856	7,856	23,650
Personal emolument	3,840	3,840	3,840	11,520
EWC	400	400	400	1,200
RMI	1000	1000	1000	3,000
LT&T	600	600	600	1,800
Attachment & Medical Insurance	1,000	1,000	1,000	3,000
Library	600	600	600	1,800
Activity	600	600	600	1,800
Administration	1,400	1,400	1,400	4,200
Student Union	300	300	300	900
Student ID	550	0	0	550
Robotics & TVET Fairs	1,000	1,000	1,000	3,000
TOTALS	19,228	18,596	18,596	56,420

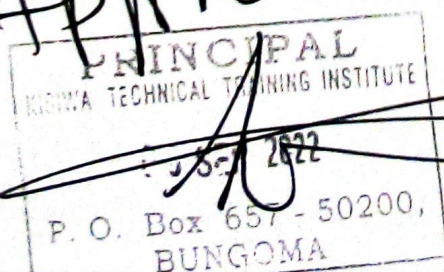
NB

- (1) (a) Ksh.30,000 portion shall be disbursed directly to the Institution as capitation by the Ministry
(b) Ksh. 26,420 portion shall be paid directly by the parent to the Institution or HELB if the student is eligible for the loan

(2) The above fee is exclusive of;

- (a) Boarding Fees 4000/=
- (b) National Examination Fees
- (c) Professional bodies fees
- (d) Meals will be served on Pay As You Eat Basis (PAYE)

Approved



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