



**MINISTRY OF EDUCATION**  
**STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING**  
**THE KERICHO NATIONAL POLYTECHNIC**  
 P.O. BOX 444-20406, SOTIK-KENYA.  
 Corporate: 0742 888 444 Tel: +254704453337  
 website: [www.kerichopoly.ac.ke](http://www.kerichopoly.ac.ke) ,Email: [customercare@kerichopoly.ac.ke](mailto:customercare@kerichopoly.ac.ke)



**MOTTO: TECHNICAL SKILLS FOR GROWTH**  
**APPLICATION/OFFER OF ADMISSION**

(This offer will be confirmed upon verification of academic documents for minimum qualification)

Ref: ADM/JANUARY/MAY/SEPTEMBER

Course Selected: .....

MAIN CAMPUS

CHEBWAGAN CAMPUS

**Registration is Ongoing in Our Two Campuses**

See the attached list of courses on offer in specific intake (**Appendix I**)

Registration requirements:

- Copy of KCPE Results/Slip Certificate
- Copy of KCSE result/ Slip Certificate
- Two Colored Passport-Size Photographs
- Copy of Birth Certificate
- Copy of National ID
- School Leaving Certificate
- Filled Medical Form (**Appendix II**)
- Ream of Printing Papers -**JK Copier-A4** (All Departments)
- 1 Spring File and 1 Box File

*(Handwritten signature and stamp)*  
 SENIOR PRINCIPAL  
 BURETI T. T. I  
 P.O. Box 444 - 20406  
 SOTIK

**A. PERSONAL DETAILS**

FULL NAME (As per KCPE/KCSE Certificate)

NATIONALID/PASSPORT

DATE OF BIRTH (dd/mm/yyyy)

MARITAL STATUS

POSTAL ADDRESS

POSTAL CODE

TOWN

COUNTY

GENDER (tick one)

Male  Female

MOBILE NUMBER

EMAIL ADDRESS

CITIZENSHIP

**B. ACADEMIC QUALIFICATIONS**

LEVEL	SCHOOL CODE + INDEX e.g 28522523/001	YEAR OF EXAM	SCORE/MEAN GRADE e.g.400 Marks/D+(PLUS)
KCPE			
KCSE			
TECH/BTEP			

**C. SPONSOR/GUARDIAN DETAILS**

FULL NAME

POSTAL ADDRESS

POSTAL CODE

TOWN

RELATIONSHIP

EMAIL ADDRESS

MOBILE NUMBER

OCCUPATION

**D. NEXT OF KIN DETAILS**

<b>FULL NAME</b>	<b>POSTAL ADDRESS</b>	<b>POSTAL CODE</b>	<b>TOWN</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>RELATIONSHIP</b>	<b>EMAIL ADDRESS</b>	<b>MOBILE NUMBER</b>	<b>OCCUPATION</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**E. Course requirements for Technical (Engineering/ Artisan in General Agriculture and Business (Secretarial) Courses**

<b>ENGINEERING STUDENTS/ ARTISAN GENERAL AGRICULTURE STUDENTS</b>	<b>SECRETARIAL STUDENTS</b>	<b>HAIRDRESSING STUDENTS</b>	<b>FOOD AND BEVERAGE</b>
i) set square (clear-plastic) 60° * 30"-250mm ii) Set square (clear-plastic)45°*- 200mm iii) Protractor(clear-plastic)360°- 150mm iv) T-square (clear plastic) and Drawing Board v) Oxford Mathematical Set vi) Drawing Pencils and Erasers vii) Safety Boots viii) Scientific Calculators/ SMP Mathematical Tables ix) Blue Overall – Short Sleeved x) 5M tape measure (for Artisan and craft building courses only).	i) Anniversary edition by Pittman shorthand textbook ii) Shorthand dictionary iii) Five shorthand notepads iv) HB pencils v) Ruler	i) Shampoo 1 ltr ii) Conditioner 1/2ltr iii) Hair Food 100gms iv) Plucking Threads v) Needles 2pcs vi) Scissor 1pc vii) Lift up/Afro comb 1 pc viii) Abuja (any color) 6 pcs ix) White T-shirt 1pc x) White/Purple apron 1 pc xi) White Towels 2pcs xii) Dummy Head/Dolly 1pc	<p><b>Production</b></p> i) White apron with black strip on pockets ii) White chef jacket (black collar, cuffs and black strips on pockets iii) Checked(small)black white trousers (Men), checked (Small)black and white skirt(ladies) iv) Chef's scarf(black)
			<p><b>Service</b></p> i) Black trousers (men) black skirt (ladies) ii) White Long-sleeved shirt/blouse. iii) Waist coat(black) iv) Bow tie(black)
			<p><b>Table linen</b></p> i) 2 table cloths (1 1/2 M by 1 1/2 M) White. ii) 2 slip cloth (1M by 1M) red iii) 10 table napkins (45cm by 15cm) finished white.
			<p><b>NB MATERIALS BE DAMASK OR EQUIVALENT TO FOR THE ABOVE</b></p>

*[Handwritten Signature]*  


## F. TERMLY FEES SCHEDULE FOR REGULAR COURSES

### GOVERNMENT SPONSORED 2023/2024

VOTE HEAD	TERM I	TERM II	TOTAL
Tuition	12,578	12,577	25,155
Personal emoluments	6,440	6,439	12,879
Local Transport and Transport	1,975	1,974	3,949
Repair, Maintenance and Improvement	1,629	1,628	3,257
Attachment and Linkages	2,986	0	2,986
Electricity, Water & Conservancy	1,975	1,974	3,949
Internet & Computer	750	750	1,500
Activity	2,257	2,257	4,514
Development	3,000	0	3,000
Administrative	2,000	2,000	4,000
Medical & Insurance	2,000	0	2,000
Examination	As Per Exam Body		
<b>Total</b>	<b>37,590</b>	<b>29,599</b>	<b>67,189</b>

1. Payment to be made through direct deposit to A/C No. 1169796559 KCB- SOTIK BRANCH, A/C Name: Bureti Technical Training Institute, OR through Mpesa Paybill Business No. 522522 A/C No. 1169796559.
2. New students are expected to pay Non-refundable admission/registration fee of Kshs. 3,900.00

	<u>Vote head</u>	<u>Amount</u>
I.	KUCCPS	1500
II.	Registration	1,000
III.	TVETA	500
IV.	Union	300
V.	Student ID	600
	<b>TOTAL</b>	<b>3,900</b>



SENIOR PRINCIPAL  
BURETI T. T. I  
P. O. Box 444 - 20400,  
SOTIK

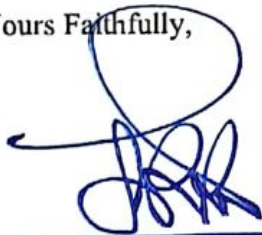
**SAMMY K. CHERUIYOT**  
**CHIEF PRINCIPAL/B.O.G SECRETARY**

You shall be eligible for Government Scholarship, HELB Loan and Bursary which you **MUST** apply if you need support for your training expenses. Your application for consideration **MUST** be made through the official website [www.hcf.co.ke](http://www.hcf.co.ke). Kindly note that in case the Government Scholarship, Loan and Bursary do not cover your entire program, the deficit shall be met by your parent/guardian.

The government shall evaluate your financial need and categorize you into one of the levels below:

S. NO.	TRAINEE'S LEVEL OF NEED	REVENUE STREAM & % ALLOCATION			TOTAL
		GOK GRANT AMOUNT	HELB LOAN AMOUNT	PARENT'S SHARE	
1	VULNERABLE	80% = 53,750	20% =13,438	-	67,189
2	VERY NEEDY	70% = 47,032	30% =20,156	-	67,189
3	NEEDY	50% = 33,595	30% =20,156	20% = 13,438	67,189
4	LESS NEEDY	32% = 21,500	48% =32,251	20% = 13,438	67,189

Yours Faithfully,



SENIOR PRINCIPAL  
BURETI T. T. I  
P. O. Box 444 - 20408,  
SOTIK

SENIOR PRINCIPAL  
SECRETARY BOG



**AGRICULTURE DEPARTMENT**

COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	INTAKE PERIOD	EXAM BODY
Agricultural extension	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Horticulture Production	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Horticulture Production	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC
Sustainable agriculture for rural development	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC

ONGOING DIPLOMA IN: GENERAL AGRICULTURE

**BUILDING AND CIVIL ENGINEERING DEPARTMENT**

Building Technician	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Civil Engineering	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Masonry	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC
Plumbing	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Plumbing	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC

ONGOING DIPLOMA IN: BUILDING TECHNOLOGY/CIVIL ENGINEERING/WATER TECHNOLOGY/QUANTITY AND LAND SURVEY

**ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT**

Electrical Engineering (Power Option)	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Electrical Operator (Power Option)	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Electrical Installation	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC

ONGOING DIPLOMA IN ELECTRICAL-POWER OPTION/TELECOMMUNICATION/INSTRUMENTATION

**MECHANICAL ENGINEERING DEPARTMENT**

Agricultural engineering	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Automotive engineering	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Automotive engineering	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Mechanical plant technology	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Mechanical plant technology	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Mechanical technology	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Refrigeration and Air Conditioning	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC
Mechanical production (lathe and fabrication)	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC

ONGOING DIPLOMA IN MECHANICAL PRODUCTION/PLANT/AUTOMOTIVE/AGRICULTURAL ENGINEERING

**ICT DEPARTMENT**

ICT Technician	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
ICT Technician	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Office Administration	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Office Administration	5	2 years	D- PLAIN AND ABOVE	JAN- 2024	CDACC
Social work and community development	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Social work and community development	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Library and Information Science	6	3 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Library and Information Science	5	2 years	D PLAIN AND ABOVE	JAN- 2024	CDACC

ONGOING DIPLOMA IN ICT/SECRETARIAL STUDIES/INFORMATION SCIENCE

**HOSPITALITY AND INSTITUTIONAL MANAGEMENT DEPARTMENT**

Food And Beverage Sales Management	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Food And Beverage Sales and Service Management	5	1 Year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Food And Beverage Production (Culinary Art)	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Food Production and Beverage Production (Culinary Arts) Level 4	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC
Baking Technology(Cake Production and Decoration)	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC
Laundry and Dry-Cleaning Operation	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC
Housekeeping and Accommodation	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC
Front Office Operations	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC

ONGOING DIPLOMA IN CATERING AND ACCOMMODATION/FOOD AND BEVERAGE/NUTRITION AND DIETETIC

**BUSINESS DEPARTMENT**

Accountancy	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Accountancy	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Credit management	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Counselling psychology	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Cooperate management	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Banking and finance	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Banking and finance	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Marketing management	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Marketing management	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Supply chain management	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Supply chain management	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Human resource management	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Business management	6	2 years	C- MINUS AND ABOVE	JAN- 2024	CDACC
Business management	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Human resource management	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Store keeping management	5	1 year	D PLAIN AND ABOVE	JAN- 2024	CDACC
Hair dressing	4	6 Months	D PLAIN AND ABOVE	JAN- 2024	CDACC
Hair dressing and beauty therapy	3	6 Months	KCPE AND ABOVE	JAN- 2024	CDACC

**APPENDIX II**

**MEDICAL EXAMINATION CERTIFICATE**

Name of Applicant: \_\_\_\_\_

AGE: \_\_\_\_\_

ID No: \_\_\_\_\_ Tel. No: \_\_\_\_\_

**NOTE:** This form is to be completed by a Registered Doctor from a Government Hospital.

Payment for medical examination is the sole responsibility of the applicant.

1	<u>Eyes and vision</u> a) Unaided Right -Left b) Aided Right-Left c) Color blind d) Vision field	
2	Pregnancy Test	
3	Test for Venereal Disease	
4	<u>Nose and throat</u> a) In nasal breathing habitual b) Adenoids	
5	Mouths 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. Stool	
11	Spleen liver Piles and varicose veins	
12	Any other weakness, defect or disease e.g. defects of speech, local twitching or spasm, chorea or other nervous disorder.	
13	<u>General observation</u> If care is desirable in any special direction, please give particulars.	

Signature of registered Medical Practitioner.....

Address.....

Date..... Sign.....

**THE PRINCIPAL**  
(Sign & stamp)

**SENIOR PRINCIPAL**  
BURETI T. T. I  
P. O. Box 444 - 20406,  
SOTIK

**APPENDIX III**

**THE KERICHO NATIONAL POLYTECHNIC STUDENT'S RULES AND REGULATIONS**

- a) Class attendance is compulsory and punctuality is essential. All assignments, CATS, and exams **BE MUST** be done as required.
- b) All students are expected to maintain **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 his/ her discontinuation forth with.
- c) Students should observe personal hygiene and dress neatly. Students will attend to cleanliness requirements in classrooms and washrooms. They are further expected to keep the compound neat and tidy.
- d) Smoking and drinking are 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 offense punishable bylaw.
- f) Respect and care of Institutional property are important. Students will have to account for any losses/damages.
- g) The following areas are out of bounds to all students unless they have prior permission:
  - a. Institute farm
  - b. Staffroom
  - c. Kitchen
- h) Each student shall seek to observe, respect, and promote rights and fundamental freedom and 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.**
- i) No student shall be discriminated against directly or indirectly on grounds of race, gender, ethnic or social origin, color disability, religion, or tribe.
- j) Pregnancy is **NOT** allowed during coursework. Any female student with pregnancy shall be required to defer her coursework as per the Institution's academic policy.
- k) Abortion is **NOT** permitted and any student found to have procured or attempts to procure an abortion shall be handed over to the law enforcement 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 from the Institute. The committee can also recommend the expulsion of a student. Once suspended, the student will be expected to leave the compound immediately and stay away until he/ she receives official communication. Returning back, such students **MUST** appear before the **DISCIPLINARY COMMITTEE** of the Institute accompanied by a registered parent/ Guardian.
- m) For a change, of course, permission **MUST** be obtained from the REGISTRAR, and it is possible only when he/she meets the requirements and other factors will as well be considered including the availability of vacancy in the course applied for.
- n) No trainee is allowed to misuse the institute's facilities e.g unauthorized tapping of electricity, Entry, and Exit through windows, vandalism of college property.

**LETTER OF ACCEPTANCE AND DECLARATION BY THE STUDENT**

Dear Sir,

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 **THE KERICHO NATIONAL POLYTECHNIC**

I do hereby undertake to **COMPLETE THE COURSE** for which I have been accepted **WITHIN THE STIPULATED DURATION**.

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

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

Name of Parent/ guardian (Witness).....Signature .....

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

**THE PRINCIPAL**  
(Sign & stamp)

**SENIOR PRINCIPAL**  
**BURETI T. T. I**  
P. O. Box 444 - 20406,  
**SOTIK**