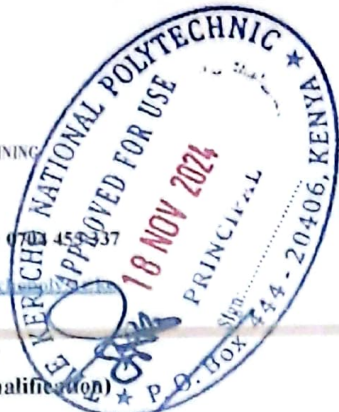




MINISTRY OF EDUCATION
 STATE DEPARTMENT FOR TECHNICAL AND VOCATIONAL TRAINING
 THE KERICHO NATIONAL POLYTECHNIC
 P.O.Box-444-20206, Sotik. Tel:0742 888 444. Customer Care: 0742 452 237
 Website: www.kerichopoly.ac.ke/Email: customer.care@kerichopoly.ac.ke
 Motto: Skills for Growth



APPLICATION/OFFER OF ADMISSION

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

Ref: ADM/JANUARY/MAY/SEPTEMBER

MAIN CAMPUS

CHEBWAGAN CAMPUS

Registration is Ongoing in Our Two Campuses

Course applied for:

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

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 I)
- ✓ 1 Ream of Printing Papers - JK COPIER -A4
- ✓ 2 Spring Files

A. PERSONAL DETAILS

PWD TICK ONE

YES

NO

FULL NAME (As per KCPE/KCSE Certificate)

PHONE NUMBER

ETHNICITY

NATIONAL ID/PASSPORT

DATE OF BIRTH (dd/mm/yyyy) BIRTH CERT. NO. MARITAL STATUS COUNTY

CONSTITUENCY

WARD

EMAIL ADDRESS

POSTAL ADDRESS

POSTAL CODE

TOWN

GENDER (tick one)

Male Female

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/PARENT OR/GUARDIAN DETAILS

FULL NAME

POSTAL ADDRESS

POSTAL CODE

TOWN

RELATIONSHIP

EMAIL ADDRESS

MOBILE NUMBER

OCCUPATION

D. NEXT OF KIN DETAILS

FULL NAME

POSTAL ADDRESS

POSTAL CODE

TOWN

RELATIONSHIP

EMAIL ADDRESS

MOBILE NUMBER

OCCUPATION

Chief Principal

Sign:



APPENDIX I

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**.

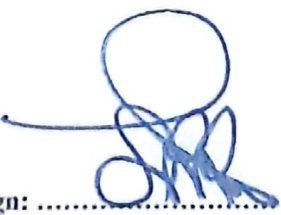
Payment for medical examination is the sole responsibility of the applicant.

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.....

Chief Principal

Sign: 



APPENDIX II

E KERICHO NATIONAL POLYTECHNIC TRAINEES' 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 trainees are expected to maintain **ACADEMIC STANDARDS** throughout the course. Supplementary exams are a **MUST** for trainees who perform poorly in **POLYTECHNIC EXAMS/ASSESSMENT**. For trainees who persistently perform poorly, the **ACADEMIC BOARD** may recommend his/her discontinuation forth with.
- c) Trainees should observe personal hygiene and dress neatly. Trainees 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 Polytechnic. Disciplinary action shall be taken against trainees found smoking or under the influence of alcohol.
- e) Handling, possession, and consumption of addictive drugs is prohibited in the Polytechnic and is a criminal offense punishable by law.
- f) Respect and care of Polytechnic property are important. Trainees will have to account for any losses/damages.
- g) The following areas are out of bounds to all trainees unless they have prior permission:
 - a. Polytechnic farm
 - b. Staffroom
 - c. Kitchen
- h) Each trainee 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 trainees 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 trainees with pregnancy shall be required to defer her coursework as per the Polytechnic academic policy.
- k) Abortion is **NOT** permitted and any trainee 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 trainee a verbal/written warning or suspension from the Polytechnic. The committee can also recommend the expulsion of a trainee. Once suspended, the trainee will be expected to leave the compound immediately and stay away until he/ she receives official communication. Returning back, such trainee **MUST** appear before the **DISCIPLINARY COMMITTEE** of the Polytechnic 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 Polytechnic's facilities e.g. unauthorized tapping of electricity, Entry, and Exit through windows, vandalism of college property.

LETTER OF ACCEPTANCE AND DECLARATION BY THE TRAINEES

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 Trainee: Signature of Trainee:

Date: Telephone Number:

Name of Parent/ guardian (Witness): Signature:

Date: Telephone Number:

Chief Principal

Sign: 

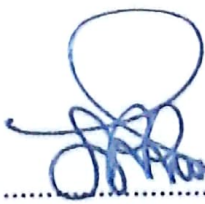


Course requirements for Technical and Business Courses

ENGINEERING TRAINEES	OFFICE ADMINISTRATION TRAINEES	HAIRDRESSING TRAINEES	FOOD AND BEVERAGETRAINEES	ICT TECHNICIANTRAINEES
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 DrawingBoard v) Oxford Mathematical Set vi) Drawing Pencils andErasers vii) SafetyBoots viii) Scientific Calculators/ SMP MathematicalTables ix) Blue Overall – ShortSleeved 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 Dummy Head/Dolly 1pc	<p>Production</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>Service</p> i) Black trousers (men) black skirt (ladies) ii) White Long-sleeved shirt/blouse. iii) Waist coat(black) iv) Bow tie(black) <p>Table linen</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>NB MATERIALS BE DAMASK OR EQUIVALENT TO FOR THE ABOVE</p>	Computer Repair and Maintenance Tool Kit

Chief Principal

Sign:




F. TERMLY FEES SCHEDULE FOR REGULAR COURSES

GOVERNMENT SPONSORED 2024/2025

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		
Total	37,590	29,599	67,189

1. Payment to be made to A/C 1169796559 KCB- SOTIK BRANCH, Acc, and Name: Bureti Technical Training Institute, OR through Mpesa Pay bill number 522522.N/B: Kindly indicates Name while making payments.
2. New Students are expected to pay a one-off Non-Refundable Admission/Registration fee of Ksh. 3,900.

<u>Vote Head</u>	<u>Amount</u>
i. KUCCPS	1,500
ii. Registration	1,000
iii. TVETA	500
iv. Union	300
v. Trainee ID	600
TOTAL	=3,900

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.bcf.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	TRAINEES BAND	REVENUE STREAM & ALLOCATION			TOTAL
		GOK GRANT AMOUNT	HELB LOAN AMOUNT	PARENT'S SHARE	
1.	BAND 1	47,032.53	15,117.53	5,038.94	67,189.00
2.	BAND 2	40,313.40	18,812.92	8,062.68	67,189.00
3.	BAND 3	33,594.50	21,500.48	12,094.02	67,189.00
4.	BAND 4	26,875.60	25,531.82	14,781.58	67,189.00
5.	BAND 5	20,156.70	28,891.27	18,141.03	67,189.00

Chief Principal

Sign: 



APPENDIX III



STATE DEPARTMENT FOR TECHNICAL AND VOCATIONAL TRAINING
 THE KERICHO NATIONAL POLYTECHNIC
 P. O. Box 444-20206, Sotik. Tel: 0742 888 444. Customer Care: 0704 453 337
 Website: www.kerichopoly.ac.ke /Email: customercare@kerichopoly.ac.ke
 Motto: Skills for Growth



COURSES PER DEPARTMENT

AGRICULTURE DEPARTMENT

S/NO	COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	EXAM BODY
1	Agricultural Extension	6	3 YEARS	C- MINUS	CDACC
2	Horticulture Production	5	2 YEARS	D PLAIN	CDACC
3	Horticulture Production	4	1 YEAR	D- AND E	CDACC
4	Sustainable Agriculture for Rural Development	5	2 YEARS	D PLAIN	CDACC
5	Dairy Farm Management	5	2 YEARS	D PLAIN	CDACC

BUILDING AND CIVIL ENGINEERING DEPARTMENT

S/NO	COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	EXAM BODY
1	Building Technician	6	3 YEARS	C- MINUS	CDACC
2	Building Technician	5	2 YEARS	D PLAIN	CDACC
3	Civil Engineering	6	3 YEARS	C- MINUS	CDACC
4	Plumbing	5	2 YEARS	D PLAIN	CDACC
5	Plumbing	4	1 YEAR	D- AND E	CDACC
6	Masonry	4	1 YEAR	D- AND E	CDACC

ELECTRICAL AND ELECTRONICS DEPARTMENT

S/NO	COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	EXAM BODY
1	Electrical Engineering (Power Option)	6	3 YEARS	C- MINUS	CDACC
2	Electrical Operator	5	2 YEARS	D PLAIN	CDACC
3	Electrical Installation	4	1 YEAR	D- AND E	CDACC

MECHANICAL AUTOMOTIVE ENGINEERING DEPARTMENT

S/NO	COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	EXAM BODY
1	Automotive Engineering	6	3 YEARS	C- MINUS	CDACC
2	Automotive Engineering	5	2 YEARS	D PLAIN	CDACC
3	Automotive Engineering	4	1 YEAR	D- AND E	CDACC
4	Mechanical Plant Engineering	6	3 YEARS	C- MINUS	CDACC
5	Mechanical Plant Engineering	5	2 YEARS	D PLAIN	CDACC
6	Mechanical Engineering	6	3 YEARS	C- MINUS	CDACC
7	Mechanical Production Technology	5	2 YEARS	D PLAIN	CDACC
8	Mechanical Production Technology(Milling and Fabrication)	4	1 YEAR	D- AND E	CDACC
9	Welding and Fabrication	5	2 YEARS	D PLAIN	CDACC
10	Welding (Manual Metal Arc Welding and Gas Metal Arc Welding)	4	1 YEAR	D- AND E	CDACC

ICT/ BUSINESS DEPARTMENT

S/NO	COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	EXAM BODY
1	Computer Science	6	3 YEARS	C- MINUS	CDACC
2	ICT	6	3 YEARS	C- MINUS	CDACC
3	ICT	5	2 YEARS	D PLAIN	CDACC
4	Office Administration	6	3 YEARS	C- MINUS	CDACC
5	Office Administration	5	2 YEARS	D PLAIN	CDACC
6	Library and Information Studies	6	3 YEARS	C- MINUS	CDACC
7	Library and Information Studies	5	2 YEARS	D PLAIN	CDACC
8	Social Work and Community Development	6	3 YEARS	C- MINUS	CDACC
9	Social Work and Community Development	5	2 YEARS	D PLAIN	CDACC

HOSPITALITY AND APPLIED SCIENCES DEPARTMENT

S/NO	COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	EXAM BODY
1	Food And Beverage Production (Culinary Arts)	6	3 YEARS	C- MINUS	CDACC
2	Food And Beverage Production (Culinary Arts)	5	2 YEARS	D PLAIN	CDACC
3	Food And Beverage Production (Culinary Arts)	4	1 YEAR	D- AND E	CDACC
4	Housekeeping and Accommodation	5	2 YEARS	D PLAIN	CDACC
5	Nutrition and Dietetics	6	3 YEARS	C- MINUS	CDACC
6	Nutrition and Dietetics	5	2 YEARS	D+	CDACC

GUEBWAGAN CAMPUS

S/NO	COURSE NAME	LEVEL	DURATION	ENTRY QUALIFICATIONS	EXAM BODY
1	Accountancy	6	3 YEARS	C- MINUS	CDACC
2	Supply Chain and Management	6	3 YEARS	C- MINUS	CDACC
3	Supply Chain Management	5	2 YEARS	D PLAIN	CDACC
4	Store Keeping Management	5	2 YEARS	D PLAIN	CDACC
5	Hair Dressing	4	1 YEAR	D- AND E	CDACC
6	Business Management	6	3 YEARS	C- MINUS	CDACC
7	Business Management	5	2 YEARS	D PLAIN	CDACC
8	Human Resource Management	6	3 YEARS	C- MINUS	CDACC
9	Human Resource Management	5	2 YEARS	D PLAIN	CDACC

Chief Principal

Sign:

