



KATINE TECHNICAL TRAINING INSTITUTE

P.O BOX 251-90131 TALA

Email: katinetechnical@gmail.com



Website: www.katinetti.ac.ke Tel:0719508039

To _____ Date _____

Address _____ Ref No _____

Admission No _____ (To Be Filled on Admission)

RE: OFFER OF ADMISSION

On behalf of the Board of Governors of Katine Technical Training Institute (KTTI), I am pleased to inform you that you have been offered admission to pursue Diploma/Craft/Artisan Course in _____ Module/Level _____ starting on _____ for _____ terms/ months/sessions

STUDENT'S REGISTRATION REQUIREMENTS.

On admission day, you are required to **bring** the following documents:-

- (a) A Copy of Admission Letter.
- (b) Two (2) Passport Size Photographs (Taken Within the Last Three Months).
- (c) Original Identity Card and Two Copies.
- (d) Original K.C.S.E. Certificate/Result Slip and Two Copies.
- (e) Original K.C.P.E. Certificate/Result Slip and Two Copies.
- (f) Original School-Leaving Certificate and Two Copies.
- (g) Original Birth Certificate and Two Copies.
- (h) A Bank Slip of Ksh 300 Application Fee
- (i) A dully completed medical examination certificate

I wish you success in your academic pursuit in the institute

Yours faithfully,

JOHN M. KIMEMIA

PRINCIPAL/BOG SEC

1. HEALTH REQUIREMENTS

Bring duly completed medical examination certificate certified which is attached on page 6 by a medical doctor in government /mission hospital.)

2. PERSONAL EFFECTS (for boarder students)

You are required to bring the following:-

- (a) Adequate personal clothing, 2 pairs of bed sheets and 2 blankets, Pillow and pillowcase. a bath towel and Mosquito net.
- (b) A plate, a spoon, a cup. Bucket, Bath and laundry soaps.
- (c) Mattress 6feet x 2 Y2 feet x 3 inches.

Games uniform

- i. **Ladies:-** T-Shirt, Bloomer, Wrapper and Rubber Shoes.
- ii. **Men:-** T-shirt, Blue Shorts and Rubber Shoes. **NB: FOR** T-shirts, buy any of the following colors: Blue, Grey, Green, Yellow, White, RED.

3. DEPARTMENTAL REQUIREMENTS.

Attached at the back of the letter is a list for details of course requirements.

4. RULES AND REGULATIONS.

Attached at page 4 is a copy of the rules and regulations. You are required to sign the declaration form to indicate your willingness to adhere strictly to all rules and regulations pertaining to students of Katine Technical Training Institute.

5. PROGRESS DURING TRAINING.

A copy of the Academic Policy is available in the library indicating progression during your training.

6. FEES.

Attached at the back of the letter is a copy of fees structure details.

7. MODE OF PAYMENT.

The fees should be paid in total by bankers cheque or deposited directly to Katine Technical Training Institute account A/C NO: **1235950875 KENYA COMMERCIAL BANK (KCB)** .

NB CASH WILL NOT BE ACCEPTED

8. HELB LOANS.

After admission, a student can apply for a Loan from **Higher Education Loans Board**.

9. ACCOMMODATION

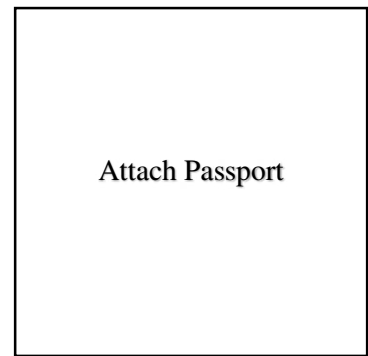
The institute has limited accommodation facilities for both male and female students, and therefore Accommodation is provided on first- come-first-serve basis. However, within the vicinity of the institute we have good private hostels at reasonable rates.

10. PERSONAL DETAILS

Attached on page 3 and page, 5 are personal details form and The Kenya Universities and Colleges Central Placement Service (KUCCPS) application form.

STUDENTS PERSONAL DETAILS FORM

SECTION A: STUDENT'S PARTICULARS



Student's Name _____ ID NO _____ SEX: Male[] Female[]

Date admitted _____ Date of Birth: (dd/mm/Yy) _____

Course (Diploma/Certificate/Artisan) _____ Department _____ year of study _____

Boarder/Day scholar Student _____: Mobile NO _____

Last school Attended _____ County _____ Sub-County _____

Location. _____ Village _____

Religion _____ KCS.E index NO _____ Points _____ K.C.P.E Index NO _____
Marks _____

Physical Address _____

Who pays fees? Parent/Guardian/Self (Tick one)

Do you have any form of disability? [YES] [NO]

If YES, State the nature of disability. _____

SECTION B: PARENTS/GUARDIAN'S PARTICULARS

Father's /Guardian's Name _____ Occupation _____

Address _____ ID NO. _____ Mobile No _____

Mother's Name _____ Occupation _____

Address _____ ID NO. _____ Mobile No _____

PART C: DISCLAIMER

I certify that the information filled above is true to the best of my knowledge and ability

Student's Name _____ Sign _____ Date. _____

RULES AND REGULATIONS

1. Class attendance and punctuality **SHALL** be observed failure to which a student will face Disciplinary action.
2. Consumption of drugs and substances, i.e. beer. Bhang, cocaine etc. may lead to expulsion from the institute
3. Fighting, rudeness and any anti-social behavior may lead to suspension or expulsion.
4. Student's grievances should be presented through the right channel. Inciting utterances or misbehavior will lead to disciplinary action.
5. It is illegal for student to pass through anywhere else other than the designated gates when entering and leaving college. Failure to adhere may lead to disciplinary action.
6. There should be no movement of furniture or any other movable equipment from their designated places without permission.
7. Students can only hold a meeting after clearing with the Dean of students. Any illegal meetings may lead to disciplinary action.
8. Students are required to identify themselves at meal times by producing genuine meal vouchers failure to which no meal will be served.
9. Vandalism and any kind of theft is a criminal offence and may lead to suspension or sub charge
10. Students are expected to familiarize themselves with the Academic Policy
11. All students **SHALL** punctually attend scheduled assemblies and other institute functions.
12. Appropriate dressing (e.g. in workshops, classrooms etc.) is expected from all students
13. Wearing of caps and hats is not allowed and may lead to disciplinary action.
14. Any leave from the institute will be authorized by the office of the Dean of students.
15. Students shall respect and adhere to the administration and training procedures and structures established by the institute.
16. Students should respect the rights and privileges of other students.

These rules and regulation will be subject to review from time to time.

I (full names) _____ ID No _____ have read understood and agree to abide by the above rules and regulations before admission. :

Sign _____ Date. _____

Witness

Parent/ Guardian Name _____ Sign _____ Date. _____



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KUCCPS DETAILS

PERSONAL DATA (Fill all the fields necessary)

Surname.....Other Names
Tel..... P.o Box..... Code..... Town.....
County Code..... Ward Code..... Constituency Code..... Location.....
Sub Location..... Village.....
Gender.....Date of Birth..... ID NO.....
Email.....

STUDENT DETAILS

Admission No.....Date of Admission.....
KCPE Index..... Year..... KCPE Marks..... KCSE
index..... Year..... KCSE mean Grade
Course Program type
Course Duration..... Sponsorship.....

PARENTS / GUARDIAN DETAILS

Father.

Surname.....Other Names.....Tel.....
ID No..... Email.....

Mother:

Surname..... Other Names.....
Tel..... ID.No..... Email.....

Next of kin.

Surname..... Other Names.....
Tel..... ID No.....Relationship.....
Email.....

I declare that the information given herein is true to the best of my knowledge.

Name.....Signature.....Date:

Registrar. Sign..... Date



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CERTIFICATE OF MEDICAL EXAMINATION (BY A GOVERNMENT HOSPITAL)

I hereby certify that I have this day ofexamined

Nameand found him/her physically fit to undertake training in your institute

Vision :

Posture:

Dentition:

Urine:

Stool.....

Blood pressure.....

Hears.....

Does the person suffers from ASTHMA:
.....

Rheumatism.....

Any other findings

Is there anything that will affect the person's studies:
.....

Signature _____

Status _____

Address _____

Official stamp



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FEE STRUCTURE FOR THE YEAR 2019/2020 FIRST MODULARS

VOTE HEAD	TERM 1	TERM II	TERM III	TOTAL
Tuition	10,480	10,000	10,000	30,480
Activity	1,350	1,000	1,000	3,350
Personal Emolument	6,520	2,500	2,500	11,520
R.M.I	1,000	345	480	1,825
E.W.C	1,260	1,000	1,000	3,150
L.T.T	1,985	500	500	2,985
Industrial Attachment	1,000	1,000	1,000	3,000
TOTAL	23,595	16,345	16,480	56,420

- N/B 1. Students admitted through KUCCPS are entitled to capitation of Kshs.30,000 per year
2. HELB funding is Kshs.40,000 per year upon application which would cater for tuition fee and students upkeep.

Other Charges

- 1 New students to pay once the following levies on admission.
Registration Fee- Kshs.700
Caution Money-Kshs.500
Students I.D Cards(ATM Card) Kshs.350
Students' Council Kshs 500
- 2 Continuing Students to pay **Ksh 200** per term for the Students' Council
- 3 Material fee for Business Courses **Ksh 1,250 per term**
- 4 Material Fee for Technical Courses **Kshs.2500 per term**
- 5 Boarding fee per term is Kshs.**15, 000** (optional)
- 6 Lunch fee **Kshs 3500** per term (optional)
- 7 The above fees does not cover the following:
National Examination Registration
Professional Bodies Fees.

Note that:

- i Fees payment is made by Banker's Cheque or Direct deposit to Our account number **1235950875** (Kenya Commercial Bank) Account Name: (Katine Technical Training Institute)
- ii Fees is payable in full on admission/on reporting to the institute.
- iii Fees once paid is **NOT** refundable and overpaid fees is carried forward to the following term.

Yours faithfully

John M. Kimemia

PRINCIPAL/BOG. SEC.

THE PRINCIPAL
KATINE TECHNICAL TRAINING
INSTITUTE
P.O. Box 251-90131, TALA