

KATINE TECHNICAL TRAINING INSTITUTE



P.O BOX 251-90131 TALA

Email: info@katinetti.ac.ke

Website: www.katinetti.ac.ke Tel: 0719 508 039



ADMISSION LETTER

Date.....

Trainee's Name.....

Ref No..... Mobile No.....

Registration/Admission Number.....

RE: ADMISSION TO KATINE TECHNICAL TRAINING INSTITUTE – SEPTEMBER 2025 INTAKE

We are pleased to offer you admission to Katine Technical Training Institute to pursue a Course in.....Level.....

You are required to report to the Institute between **2nd September to 12th September 2025**. Orientation and class registration will begin immediately upon reporting.

Admission Requirements

Please ensure you present originals and clear photocopies of the following documents upon arrival:

1. Filled admission form (available for download at www.katinetti.ac.ke or collect from the institute).
2. Copy of KCSE/KCPE Certificate (depending on entry qualification).
3. Copy of Birth Certificate.
4. Two recent passport-sized photographs (colored, taken within the last 6 months).
5. National ID or waiting card (if applicable).
6. 1 ream of printing paper and fullscap

We are excited to welcome you to Katine Technical Training Institute—a place where knowledge meets opportunity. Should you require any assistance, feel free to contact our Admissions Office:

☎ Phone: +254 719508039/0786209104 ✉ Email: registrar@katinetti.ac.ke/info@katinetti.ac.ke

🌐 Website: www.katinetti.ac.ke

NB: Make sure you retain a copy of your admission letter before submitting the original copy.

Congratulations on your admission, and we look forward to seeing you in September!

Yours sincerely,



Justine K. Mulindi

Principal/BOG Secretary

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Fee Structure Summary – FY2025/2026

VOTE HEAD	Module 1/Term 1	Module 2/Term2	Module 3/Term 3
Tuition fees	22400	22400	22400
Exam fees	7500	7500	7500
TOTAL	29900	29900	29900

OTHER CHARGES (payable on admission)	AMOUNT (KSHS)
Registration.....	1500
KUCCPS Validation.....	1500
TVETA Quality Assurance Levy.....	500
Trainees council fee.....	600
Caution money.....	500
Total.....	5000

Payment Instructions:

All payments should be made to: Acc Name: **Katine Technical Training Institute**

Bank: **Kenya Commercial Bank** Account Number: **1235950875** Branch: **TALA**

OR

LIPA NA MPESA: PAYBILL: 522123 ACCOUNT: 32904K followed by admission number of student with no slashes

No cash payments will be accepted at the institute.

N/B: FEES ONCE PAID IS NOT REFUNDABLE

If you need Government financial support, you MUST make an application for consideration through the official website www.hef.co.ke (only for students placed by KUCCPS and sat for KCSE in 2000 and above)

Accommodation

Limited hostel facilities are available on a first-come, first-served basis at a subsidized rate of **KES 6000 (bed only) per term**. Interested students should book their space in advance by calling the Dean's Office at +254714589074.



Justin K. Mulindu

Principal/BOG Secretary

STUDENT APPLICATION/REGISTRATION FORM

Please fill in the following details in BLOCK LETTERS.

Date.....

A. PERSONAL DETAILS

Full Name of Applicant: Mobile Number.....

Email Address:.....Postal Address:

.....

County:.....Sub-County:

.....

Village:.....Ethnicity.....Marital Status.....

Gender (Male/Female/Transgender):National ID Number:.....

Birth Certificate Entry Number:Date of Birth (DD/MM/YYYY):.....

Disability Status (Yes/No):If Yes, Nature of Disability:

.....

KCPE INDEX NO.....KCPE YEAR.....MARKS.....

KCSE INDEX.....KCSE YEAR.....GRADE.....

B. PARENT/GUARDIAN DETAILS

Father's Name: Mobile No..... Email

Address..... Occupation.....

Mother's Name: Mobile No.....

Occupation.....

Guardian's Name..... Mobile No..... Email Address

Next of Kin Name: Relationship:

.....

Contact Number: Address:

C. COURSE & ACADEMIC INFORMATION

Name of Course Applied For.....

Mode of Sponsorship (PSSP / GSSP / NYS):

Stay Status (Boarder / Commuter):

D. DECLARATION

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

Applicant's Signature: Date:

For Official Use Only:

Admitted to Course: Admission Number:

Remarks:

Verified by (Name & Signature): Date:

TRAINEE'S CONSENT AND DECLARATION FORM

I, _____ (Full Name of Student),
Registration/Admission Number: _____, hereby give consent to **Katine Technical Training Institute** to capture, store, and use my photographs and/or video recordings taken during institutional activities for purposes that include but are not limited to:

1. Promotional materials and brochures
2. Social media and website content
3. Newspaper and magazine publications
4. Academic documentation or institutional reports
5. Any other official institutional communications or activities

I understand that these images or videos may be used without further notification, and I waive any right to inspect or approve the finished product wherein my likeness appears. I confirm that this consent is given voluntarily and without expectation of compensation.

This consent remains valid throughout my period of study at Katine Technical Training Institute unless withdrawn in writing.

Signed by the Student:

Name: _____

Signature: _____ Date: _____

(For students under 18 years old)

Parent/Guardian Consent:

I, _____, as the parent/guardian of the above-named student, hereby give consent on his/her behalf.

Signature: _____ Date: _____

RULES AND REGULATIONS

1. Attendance and Punctuality

Students must attend at least 75% of scheduled classes to be eligible for examinations.
Students should report to classes, labs, and college functions on time.
Habitual lateness may result in disciplinary action.

2. Academic Conduct

All students must maintain academic integrity. Plagiarism, cheating, or any form of dishonesty is strictly prohibited.
Assignments must be completed and submitted on or before the deadline.
Use of unfair means in tests/examinations will lead to strict disciplinary measures including possible suspension.

3. Dress Code

Students must adhere to a modest and appropriate dress code as per the college guidelines.
Tumbo-cuts, mini-skirts, capes and any other indecent clothing **MUST** not be worn.

4. Classroom Behavior

Mobile phones must be switched off or kept on silent mode during lectures.
Students must show respect to lecturers and peers and avoid any disruptive behavior.
No food or drinks allowed inside classrooms and laboratories.

5. Library/Laboratory/Workshop Rules

Silence must be maintained in the library/Lab/workshop at all times.
Books must be returned by the due date to avoid fines.
Damage to library materials will result in a fine or replacement of the item.

6. Use of Facilities

College property (labs, furniture, computers, etc.) must be used responsibly.
Vandalism, theft, or unauthorized use of college resources is punishable.
Students are responsible for the proper use and care of equipment issued to them.

7. Discipline and Conduct

Any form of bullying, harassment, discrimination, or violence will not be tolerated.
Students must not engage in substance abuse or possess alcohol, drugs, or weapons within the institute.
Political activities and unauthorized gatherings are not allowed within college premises.

8. Hostel Rules (if applicable)

Entry and exit times must be strictly followed.
Visitors are not allowed without prior permission.
Noise and unruly behavior that disturb other residents are prohibited.

9. Examination Rules

Students must bring their ID cards and required stationery to every exam.
Talking or borrowing during exams is prohibited.
Any malpractice will result in immediate expulsion from the exam hall and further disciplinary action.

10. General Code of Conduct

Students should uphold the dignity and reputation of the college at all times.
Respect for faculty, staff, and fellow students is expected.
Suggestions and complaints should be addressed through the proper grievance channels.

I..... (Name of student) Adm NO.....confirm
that I have read and understood the rules and regulations and that I will at all times adhere to what is required

Signature..... Date.....

Parent's/Guardian's Name..... Signature.....Date.....