



KAPCHEROP TECHNICAL & VOCATIONAL COLLEGE

P.O Box 70-30204, Kapcherop

Phone No. 0792 638 668

Email: kapcheroptechnical@gmail.com

Date:

Name:

Address:

Phone No:

For Official Use Only:

Class Code:

Adm No:

LETTER OF ADMISSION

I am pleased to inform you that you have been offered a place at Kapcherop Technical & Vocational College to study a **Diploma/Craft/Artisan/Course** in

You are to report on **May 6th 2024** between 8.00 a.m and 5.00 p.m lessons shall begin on **10th May 2024** at 8.00 a.m.

On reporting day, you are required to bring the following **CREDENTIALS**:

1. Letter of Admission
2. Original and one photocopy of your identity card
3. Original and one photocopy of both your K.C.S.E& K.C.P.E certificate/results slip
4. Original and one photocopy of your birth certificate
5. Two(2)passport size photographs(taken within the last three months)
6. One spring file
7. Specific departmental requirements (form attached).
8. A duly filled **MEDICAL EXAMINATION** form signed by a medical doctor from a Government/Mission Hospital (form attached).

You are required to **read and sign** the attached college **RULES AND REGULATIONS** that will govern your stay in the college. The total fees payable for the year in every course is **Ksh. 67,189/=** as per the government guidelines. This fee is to be paid in two terms.

All new trainees are expected to clear term one fees of **Ksh. 36,894.50** during reporting. WE are located within Kapcherop town, where students can access accommodation at affordable rates.

NOTE: You are eligible for government Scholarship Loans and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the government scholarship loan and bursary do not cover the entire cost of our programme, the deficit will be met by your parent/guardian. (*Attached is the procedure of application and the requirements.*)

Thank you

ELIAS K. ROTICH

PRINCIPAL/ SECRETARY BOG

PRINCIPAL
 Kapcherop Technical and Vocational College
18 MAR 2024
 P. O. Box 70-30204,
 KAPCHEROP

All Correspondence be addressed to the Principal



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TRAINEE PERSONAL DETAILS FORM

SECTION A: STUDENT'S PARTICULARS

Student's Name:.....Date.....

admitted..... Adm. No.....

Date of Birth(dd/mm/yy)..... ID card No:.....

Mobile No:.....

Email address.....

Course (Diploma/Craft/Artisan) in
.....

Department..... Year of
Study (1st, 2nd, 3rd)

Religion..... Boarder/Day
student.....

Education Level: KCPE/KCSE/Artisan/Craft/Diploma (Tick ALL levels attained)

KCPE Index No:

KCSE Index No:.....

Last School

Attended.....
.....

County Sub – County.....

Ward.....

Location.....

Village.....

Who pays your fees? **Father/Mother/Guardian** (tick one)

SECTION B: PARENTS/GUARDIAN'S PARTICULARS

Father's/Guardian

Name:.....Occupation:.....
Address:.....Telephone No:.....
Mobile NO:.....ID No:.....

Mother's

Name:.....Occupation:.....
Address:.....Telephone No:.....
Mobile NO:.....ID No:.....

I certify that the information given is correct to the best of my knowledge

Student.....Sign.....Date.....

Parent/Guardian.....Sign.....Date.....



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MEDICAL EXAMINATION FORM

PART 1: TO BE FILLED BY THE STUDENTS BEFORE MEDICAL EXAMINATION

1. Full name (Capital Letters).....
2. Sex(Male/Female) Date of Birth:
Day..... Month..... Year.....
3. Marital status:
Single/Married.....
4. Do you suffer from any impairment/disability? Yes/No (If YES indicate/ check against type below)

Vision	Hearing	Speech	Physical	Mental
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- Other (specify).....
5. Do you have dietary restrictions? **Yes/No(Tick one)**
If Yes, Give details.....

PART 2(TO BE COMPLETED BY MEDICAL OFFICER OF HEALTH IN A PUBLIC OR MISSION HOSPITAL)

Report on medical investigation:.....
.....
.....
.....
.....
.....
.....

I certify that I have examined the student named above and that in my opinion he/she is fit/unfit to undertake the course admitted for.

.....
.....

Name of Medical Officer of Health
Stamp and Date

Signature, Official



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RULES AND REGULATIONS GOVERNING STUDENTS' DISCIPLINE AT KTVC

PREAMBLE

To be able to benefit fully from our training and achievement of academic objectives, our guiding rule should be hard work, honesty and co-operation among ourselves.

The following rules and regulations therefore are for the well-being and security of KTVC Community. It is important that the security of all of us be guaranteed while in KTVC. Freedom and equality is achieved through **DISCIPLINE**. No group of persons (Trainers, administration and non-teaching staff can live tolerably together or pursue common objectives/goals, without self-discipline.

A credit to KTVC on the trainee's good performance and general conduct is a credit to trainees themselves first, later to the trainers and administration. Let us all abide by these rules and regulations for peaceful co-existence in KTVC

RULES AND REGULATIONS

1. All trainees must respect teaching and non-teaching staff.
2. All trainees must abide by rules and regulations of internal and external examination bodies.
3. Trainees must attend to all their lectures and practical's, unless officially exempted.
4. Any unauthorized assemblies (**Kamukunjis**) are not allowed whatsoever.
5. Dress Code: All trainees must keep themselves neat and tidy at all times. All dressing **MUST** be decent. Students are not allowed to put on tight trousers/skiffs/dresses, miniskirts above the knee, and skirts with long slits; dresses) louses with open necklines, bare backs, "tumbo-cuts", sagging trousers, pedal pushers, shofls or bulky trousers. Shirts, t-shirts and trousers with obscene wordings and/or expressions are not allowed. Hair styles should be neat and clean. Hairstyles in excessively bright colours e.g. Purple blue, red and white, and mohawk are **NOT** allowed. Male students are not allowed on ear-rings and studs on one or both ears and on any other part of the during class, church, office and at all KTVC functions should and braided hair for male students is **PROHIBITED**.
6. All waste materials **MUST** be disposed off in appropriate dustbins.
7. All classrooms, workshops, laboratories etc, must be kept clean and tidy, at all times.
8. Trainees are **NOT** allowed to receive visitors or telephone calls during lessons;

Note: ALL cell phones must be switched off during lectures and examination sessions.

9. Trainees **SHOULD NOT** allow visitors into the classrooms, workshops or Laboratories.
10. Visitors are not allowed in the compound between 6.00 p.m. and 6.00 a.m. (night hours)
11. ALL Vehicles should be parked in the visitor's car park.
12. Every trainee is encouraged to participate in games, clubs and societies.
13. Emergency cases will be attended to by the institutes nurse at all times. The institute shall rely on the opinion of the nurses and the visiting doctor in determining whether a trainee requires further treatment outside the institute or not.
14. The students Council will be responsible for the discipline of students in all functions in the college.
15. All students are expected check in the compound by 8.00 p.m. on daily basis unless they are out of the compound officially under the guidance of respective lecturers.
16. No trainee is allowed to misuse the Institute's facilities e.g.
 - i) Tapping power from unauthorized source
 - ii) Entry and exit through windows
 - iii) Vandalism of any of the Institute's Property and any other Person's property
17. Sexual immorality in any part of the institute is not allowed.
18. Any trainee who becomes pregnant should apply for maternity leave through their respective HODs.
19. Abortion is a **CRIMINAL** offence and any trainee found to have procured, attempted to procure or attempting to procure an abortion shall be handed over to the law enforcement agencies.
20. Trainees should **NOT** be involved in;
 - i) Cheating in tests and examinations
 - ii) Fighting
 - iii) Stealing
 - iv) Making or possessing offensive weapons in the Institute
21. Use of alcohol, cigarettes, illicit drugs and trafficking of the same is prohibited in all areas of the Institute. Any student involved directly in alcohol or use (being drunk and disorderly) or trafficking of drugs will be expelled from the institute and handed over to the law enforcement agency for legal action, where appropriate.
22. It is the responsibility of the trainees to **ADHERE** to **ALL** regulations governing training as far as Workshops & Laboratories are concerned and as specified by the Factory Act, and all other relevant Acts and regulations that may come into force from time to time.

23. **ALL** trainees **MUST** adhere to **KTVC** rules and regulations while on attachment and educational tours. Breach of any of the above rules and other rules from departments will lead to serious disciplinary action taken against you.

DECLARATION BY THE STUDENT

1. I declare that I have read and understood the Rules -and Regulations governing my conduct while a student at KTVC.
2. I agree to abide by the rules in totality and to promote and maintain the character of the Institute.

NAME:.....

ADM/NO.....

SIGNATURE:.....

DATE:.....

WITNESS (PARENT/GUARDIAN): NAME:

SIGNATURE:.....

DATE:.....



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ENGINEERING STUDENTS REQUIREMENTS

Dear parents,

Kindly provide your child with the following requirements;

MATHEMATICS

I.SMP advanced tables — Ipc II. Non programmable scientific calculator

DRAWING INSTRUMENTS

- ✓ I.Set square 30⁰ and 60 combined and 45⁰ II. T-square -Ipc
- ✓ III.Eraser -Ipc
- ✓ IV.Masking tape (white)
- ✓ V.Drawing pencil 2H, H and HB
- ✓ VI.Engineers drawing set

WORKSHOP REQUIREMENTS

- Industrial safety boots- black
- Overall/dust coat —navy blue

N/B for Electrical —white dust coat

APPLICATION FOR SCHOLAR SHIP AND LOAN

PART A: REQUIREMENTS

- Valid email address.
- Valid telephone number (must be registered in your name to apply for a loan).
- **KCPE** and **KCSE** index numbers and year of examination.
- Passport size photo.
- Copy of your national ID for loan application (students without a national ID can apply for Government scholarship).
- College/University admission letter.
- Your birth certificate.
- Your parent/guardian registered telephone number.
- Your parent/guardian registered ID number.
- Death certificate if any of your parent is deceased.
- Two guarantors 'ID numbers and registered telephone numbers for loan application.
- Copy of sponsorship letter if you were sponsored in secondary school.

PROCEDURE

Visit www.hef.co.ke. Click on student portal.

- STEP 1:** Register and log in.
- STEP 2:** Fill profile and upload documents. (As stated above in part A).
- STEP 3:** Tick box to apply scholarship and loan.
- STEP 4:** Submit your application.
- STEP 5:** Wait award within 30 days.
- STEP 6:** Wait for SMS Payment notification.