



FORM A

ADMISSION LETTER

Dear, ADM NO :

following your application for a course in this college we are glad to inform you that you have been admitted to undertake/pursue a course in:

.....

Level :

You are required to report on:between 8.00 am and 4.00 pm and not later than two weeks from the date of admission.

All applicants must bring **COPIES** and **ORIGINALS** of the following documents:

- i. 4 copies of National ID
- ii. 4 Copies of KCSE results slip
- iii. 4 copies of KCSE leaving certificate
- iv. 4 copies of Birth certificate
- v. 4 coloured passport size photo
- vi. Continuing students should attach their previous module results slip/certificate.

Kieni Technical And Vocational College is located in Lusoi location, Kieni East sub county, Nyeri County along the **Nyeri - Nanyuki highway** past Chaka town on your way to Narumoru Town at **Karicheni** area.

Fees collection: On admission 60% of first term fees must be paid through:

Kieni Technical and vocational college

Account number **1256958972** at any

KCB branch

or through **PAY BILL 522123**

Account 38174K (indicate your name after letter K)

For bankers cheques outside Nyeri an additional **Kshs 200** will be charged.

NB: personal cheques and cash transaction will not be accepted.

1.CO CURRICULAR ACTIVITIES

The college encourages students to fully participate in co-curricular activities like games, clubs and societies. There will be opportunities for students to participate in sporting activities in the college. You are required to carry a training kit/track suit/games uniform for sports.

2.MEDICAL CERTIFICATE

A blank form (Form C) for medical examination is enclosed. Please bring it on admission duly filed by a government medical doctor to certify the students health status. The student is also required to be registered with SHA (Social Health Authority) or any other medical scheme.

3.EXAMINATIONS

External examinations are set by Curriculum Development Assessment certification council(CDACC), and National Industrial Training Authority (NITA) among other examination bodies and the internal examinations by the college. Trainees will be provided with an examination policy to guide them.

4.CODE OF CONDUCT FOR STUDENTS

A set code of conduct will be issued to all trainees. This contains basic rules and regulation to be observed by all students.

Students are required to familiarize themselves with the same. Failure to adhere to the code of conduct will lead to appropriate disciplinary action being taken.

5. STUDENTS PERSONAL DETAILS AND DECLARATION FORM+

A declaration form (form D) for student's personal details is enclosed. Please read it thoroughly and fill it as comprehensively as possible. Sign the relevant area accordingly. *{The data handler registration and admission documents are taken in confidence and only for the purpose of registration, and shall not be shared with third parties}*

6.OTHER REQUIREMENTS TO BE BROUGHT ON ADMISSION DAY

- a) Writing material: trainees are required to buy
 - i. A4 exercise books/note books (personal use)
 - ii. 1 ream of A4 (JK copier) printing papers
 - iii. 1 ream of foolscaps
 - iv. 3 spring files
 - v. Box file (PoE file)
- b) Course requirements /Tools and PPE . See attached copy. FORM E



Date of Admission:

PERSONAL DATA FORM

Please complete the following information accurately

STUDENTS DATA

Name:ID. NO:

Address:Place of Birth:Date of birth(DD/MM/YY)

Former Primary school.....KCPE INDEX NO.....

Former Secondary School.....KCSE INDEX NO.....

PWD Status Yes() No () (If yes attach a copy of NCPWD Certificate)

Student's phone number:.....

Home County: Sub-County:

Constituency: Ward.....

Location: Sub – location:

PARENT/GUARDIAN'S DATA

Fathers/Guardian Name: ID NO:

Profession:

Contact Address: Mobile:

Mothers Name: ID NO:

Profession: Religion:

Contact Address: Mobile No:.....

CHIEF'S DATA

Chief's Name: Sub – Chief's Name:

Address:

Telephone:

NEXT OF KIN

Name: Relationship with next of Kin:

Address: Tel/Mobile:

Profession:

Affix your Digital
Passport



FORM C

CERTIFICATE OF MEDICAL EXAMINATION

STUDENT DETAIL'S

1. Name of candidate:

.....

2. Date of Birth:.....

AREA TO BE EXAMINED MEDICALLY

1. Vision

2. Hearing

3. Speech

4. Lungs

4. Posture

5. Physical/defects/Deformities, If Any

6. Symptoms on any infectious disease

CERTIFICATE

I Doctor/Medical officer..... have this date

Examined(Name of student).....

and found him/her, fit/not fit for training a course

in.....

Signature:

Designation:

Address:

Date:..... (OFFICIAL STAMP OF M.O.H).....



DECLARATION FORM

FORM D

I ID No.....

Do declare that I have read the regulations governing the college conduct and discipline of students at Kieni TVC and the examination policy and that I have understood their content and meanings and I will abide by them during the period that I am a bona fide student of the college.

I shall accept any consequences arising from my conduct in contravention to the college code of conduct

Signed:.....

Date.....

Department Admitted to:.....ADM No.....

PARENT/GUARDIAN COMMITMENT

I..... ID NO.....

Promise to support Kieni Technical and vocational college to achieve its goals and will always meet my financial obligation to the college

Sign.....

Date.....

For Official use only

Principal's Signature.....

Date.....



COURSE REQUIREMENTS PER DEPARTMENT

FORM E

I.C.T -DEPARTMENT	AGRICULTURE DEPARTMENT	HAIRDRESSING AND BEAUTY (COSMETOLOGY)	TECHNICAL DRAWING EQUIPMENT
1.Scientific calculator 2.Smartphone 3.Laptop (Not compulsory) 4.Screwdrivers kit 5.Rewritable CD pack	1.Dust coat/overall 2.Gumboots 3.Industrial masks 4.Gloves	1. 2 Face cloths 2. 2salon towel and clip 3.Set of wooden combs 4.Apron 5.Crochet 6.Black thread (3pcs) 7. 3 weave stitching needles 8.Hair food medium 9.Manicure set 10.Nail polish (4 pcs) 11.5 black short braids 12.Scissors 13.Hair dummy	1. Drawing Board 2. Engineering drawing Set 3. Set squares 4. T- square 5. 1 HB pencil 6. 1 2H/3H pencil 7. Sharpener 8. Dustless eraser (white) 9. White masking tape
CARPENTRY DEPARTMENT	ELECTRICAL ENGINEERING DEPARTMENT	PLUMBING DEPARTMENT	
1.Carpenters square 2.3 m steel tape 3.Ripsaw 4.Tenon saw 5.Claw hammer 6.Chiselset $\frac{1}{4}$ '–1 pc, $\frac{1}{2}$ '–1pc, $\frac{3}{4}$ '–1 pc 7.Marking gauge 8.Star screw driver 9.Leaner gloves 10. Safety boots 11. Overall/dust coat (Navy blue)	1.General purpose pliers 2.Side cutter 3.Long nose pliers 4.Phase tester 5.Set of screw drives(flat + star) 6.Spirit level 7.Tape measure 8.Bending spring(20mm) 9.Steel tape (draw) 10.Tack hammer 11.Stripping knife 12.Multimeter 13.Hacksaw 14.Tool box 15.Overall/dust coat (Navy blue) 16.Safety boots	1. 2 Pipe wrench, one 14" and 12" 2. 1 Hack saw frame & new blade 3. 1 pair of Pliers 4. 1 Spirit level (small) 5. 1 Tape Measure (5m) 6. PPR Welding machine 7. Overall (navy blue) / Dust coat 8. Safety boots / Closed shoes 9. 2 Trowels 10. 1 Claw Hammer 11. Helmet 12. Level 5 Students – Technical Drawing EQUIPMENT	

CIVIL ENGINEERING, BUILDING TECHNICIAN AND MASONRY	FASHION & DESIGN DEPARTMENT	MECHANICAL ENGINEERING Welding & Fab - DEPARTMENT
1. Overall Navy Blue 2. One Building trowel 3. Spirit level min 600 mm 4. Helmet 5. Steel float 6. Masons square 7. Steel Straight edge 1 ½ by 1, 2m long 8. Tape measure (5 meters) 9. Plum bob 10. Builders line (string) 11. Pointing trowel 12. Masons hammer 14. Safety boots 13. Pointed mason chisel and flat chisel 14. Safety rubber gloves 15. wooden float 16. Level 5 & 6 Students – Technical Drawing equipment	1. Tape measure 2. Cutting shears 3. Dress making pins 5. White dustcoat 6. Flat shoes(closed) 7. Drawing book 8. Schoolbag 9. Pencils(HB,2H) 10. French curves set 11. Set of Hand sewing needles 12. Tracing wheel 13. Colored pencils 14. 1.6 meter drawing ruler 15. 30cm ruler 16. Drafting books (Winfred) 17. Audrich) Women, men, Children 18. Bobbin /case (electric) 19. Twizzer 20. Lint free fabric (Glass cloth) 21. Lint brushes 22. Assorted screw drivers 2 pcs of different sizes 23. Paper scissors	1. Overall(navy blue) 2. Tapemeasure5meters 3. Hack saw flame and blade 4.1 Pair of pliers 5. Try square 200mm 6. Ball pin hammer 7. Safety boots 8. Welding shield 9. Welding googles 10. Steel rule 11.1 four quire counter book
AUTOMOTIVE ENGINEERING DEPT	FOOD PRODUCTION	FOOD & BEVERAGE SALES & SERVICE
1. Navy blue Overall 2. Safety boots 3. Star screw driver 4. Flat screw driver 5. Pliers 6. 10 – 19 combine spanners	<u>GENTS & LADIES</u> 1. Checked black & white trouser or skirt 2. Double breasted white chef's jacket 3. Black closed low-heeled leather shoes 4. Red Chef's scarf 5. White Chef's cap 6. White apron 7. Potato peeler 8. Vegetable knife 9. Oven gloves	<u>STATIONERIES</u> 1. Practicale cookery by David Fosket 2. Theory of catering by Ceserani & Kinton's 3. A5 box file (1 pc) 4. 12 A4 exercise books and pens 5. Carbon paper 10 pcs 6. Receipt cards 1 pkt 7. Manilla papers 12 pcs



MINISTRY OF EDUCATION FEE STRUCTURE PER MODULE FOR ALL COURSES FROM MAY 2026

VOTEHEAD	MODULE 1	MODULE 2	MODULE 3	TOTAL
TUITION	12,214	12,214	12,214	36,641
PERSONAL EMOLUMENTS	4,293	4,293	4,293	12,879
ELECTRICITY, WATER AND CONSERVANCY	1,316	1,316	1,316	3,949
LOCAL TRANSPORT AND TRAVEL	1,316	1,316	1,316	3,949
REPAIRS, MAINTENANCE & IMPROVEMENT	1,086	1,086	1,086	3,257
ACTIVITY FEE	1,505	1,505	1,505	4,514
MEDICAL & INSURANCE	666	666	667	2,000
	22,396	22,396	22,396	67,189

NB: ALL TRAINEES WHO WILL NOT APPLY FOR GOVERNMENT SCHOLARSHIP, HELB & BURSARIES WILL BE REQUIRED TO PAY THE TOTAL OF K.sh 67,189/= annually.

ALL FEES IS PAYABLE TO:

KIENI TECHNICAL AND VOCATIONAL COLLEGE

KCB BANK

A/C 1256958972

OR

MPESA PAYBILL

BUSINESS NO: 522123 A/C NO 38174K (STUDENT NAME OR ADMISSION NO.)

PRINCIPAL
KIENI TECHNICAL COLLEGE
P.O. BOX 316 KIGANJO
Tel: 0791-917 471
Sign:  Date:

**RUTH RUITA
PRINCIPAL/SECRETARY BOG**