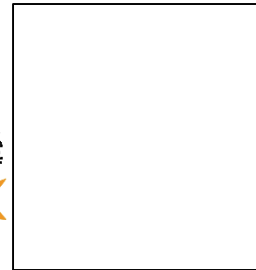




Mbeere North Technical & Vocational College
P.O. Box 74 - 60104 Siakago, Embu
 Email: mbeerenorthvc@gmail.com Phone:0797899823



TO:

.....

.....

.....

I am pleased to inform you that you have been selected for admission to Mbeere North Technical and Vocational College to study for year(s).

You are required to report to the institute on to

Admission takes place from **Monday** to **Friday** during working hours **8:00am** to **4:00pm**. The Institute is located at Kabachi, about 3 KM from Siakago town in Mbeere North Constituency, Embu county.

Yours Faithfully,

Eunice Wairimu Njenga
Principal

Approved TVET Fees Structure Per Module

Formal admission into mainstream TVET programmes shall commence at Level 4 and above for Certificate and Diploma programmes. All programmes below Level 4 shall be categorized and administered as short courses, separate from the mainstream qualification pathways. Mbeere North Technical and Vocational College ensures appropriate structuring and certification of such short courses in line with the relevant regulatory frameworks. Each level has different number of modules.

LEVEL	NUMBER OF MODULES
Level 3 (Short Course)	1 (3 months)
Level 4	2
Level 5	5
Level 6	7

The annual training fee of **Ksh. 67,189** shall apply to TVET programmes delivered under the modular CBET framework. This amount is equivalent to **Ksh. 22,396 per module**, based on the modular structure of programme delivery.

OTHER CHARGES

KUCCPS KSH.500.00 (PAID ONCE)
ADMISSION FEE: KSH.1500.00 (PAID ONCE)
TVETA: KSH.500.00 (PAID ONCE)
STUDENT COUNCIL: KSH.500.00 (PAID ONCE)
STUDENT ID: KSH.500.00 (PAID ONCE)
CAUTION MONEY: KSH.500.00 (PAID ONCE)

GOVERNMENT SCHOLARSHIP AND LOANS

Following your placement in this institution, you are eligible for government scholarship, loan 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 your programme, the deficit will be met by your parent/guardians.

NOTE: The **Total cost** for the programme per modular is **Ksh 35,000** and each modular runs for **three months**.

FEES TO BE PAID THROUGH

LIPA NA MPESA

PAYBILL

BUSINESS NUMBER: 247247

ACCOUNT NUMBER: 839983#ADM NO

OR

BANK ACCOUNT: EQUITY BANK

BRANCH: EMBU

ACCOUNT NAME: MBEERE TECHNICAL AND VOCATIONAL COLLEGE

ACCOUNT NUMBER: 0190283783279

Date of Admission: _____ Adm No: _____

SECTION I: TRAINEE'S PERSONAL DETAILS

Full Name: _____

Gender: _____ Date of Birth: _____ ID NO. _____

Mobile No: _____ P O Box: _____ Postal code: _____

County: _____ Sub County: _____

Constituency: _____ Division: _____

Location: _____ Sub Location: _____

Highest level of education/training: _____

Grade Obtained: _____ Year of completed: _____ Index No: _____

Previous institution/ school: _____

P O Box: _____ Postal Code: _____

Any disability: (YES/NO) _____ if yes (Mild/Severe) _____

Specify: _____

SECTION II: FAMILY DETAILS

Father's Name: _____

ID NO. _____ Mobile No: _____

Occupation: _____

Other source of income: _____

Is father alive? (YES/NO) _____ (If No attach evidence of death)

Mother's Name: _____

ID NO. _____ Mobile No: _____

Occupation: _____

Other source of income: _____

Is mother alive? (YES/NO) _____ (If No attach evidence of death)

Guardian's Name: _____

ID NO. _____ Mobile No: _____

Occupation: _____

ANY OTHER CONTACT PERSON

Name: _____

Relationship: _____

Mobile No: _____

Occupation: _____

SECTION III: COURSE DETAILS

Course: _____

Duration: _____ Level: _____

Fee payable per year Ksh. _____

SIBLINGS IN SCHOOL/INSTITUTION

Name	School/Institution	Level	Age	Fees Charged Per year (Attach Evidence)

SIBLINGS WORKING

Name	Income	Employer and address

Briefly provide any other relevant information.

SECTION IV: DATA PRIVACY DECLARATION.

I _____ ADM No. _____ do authorize the use of my personal data such as photos, audios, videos etc by the institution in its website, social media platforms and other institute publications.

NB: Mbeere North Technical and Vocational College is compliant with data protection Act 2019 regarding any personal data collection and processing.

Signature: _____ Date: _____

GENERAL REQUIREMENTS

UNIFORM

There is no uniforms for the institute. You are therefore advised to bring enough clothes for your daily wear.

Note: The Institute's rules will be issued on admission and all students **must** abide by them.

DOCUMENTS

You will be required to bring the following **compulsory** documents on Admission:

1. Medical certificate duly filled.
2. Students' personal details form duly filled.
3. Original and **three** clear copies of your **KCSE** result slips or a certificate.
4. Original and **three** clear copies of your **KCPE** result slips or a certificate.
5. Original and **three** copies of National ID card.
6. **Two** copies of your parent(s)/guardian national ID card.
7. Original and **three** clear copies of your **KCPE** and **KCSE** leaving certificate.
8. **Four** colored passport size photographs
9. Original and **two** copies of birth certificate.

MEDICAL FORM

NOTE: To be filled by a registered medical practitioner from a government hospital.
Payment for the medical examinations is the sole responsibility of the applicant.

NAME: **ADM NO:**
COURSE:

1. Eye and Vision
Aided Right – Left
Vision Field

Unaided Right –Left
Color Blind

2. Nose
Is nasal breathing habitual?
Adenoids

3. Ears
Hearing voice Right:
Left:

4. Mouth And teeth

5. Gland in the neck

6. Chest
With special reference to any tubercular tenderness

7. Heart

8. Spinal column

9. (a) Urine (for female students please state if pregnant or not)
(b) Faeces.

10. Spleen, Piles and varicose veins.

11. Liver

12. Any other weakness, defects or disease e.g Defects of speech local twitching or spasm, chorea or nervous disorder. Venereal diseases or rheumatic.

13. General observations if care is desirable in any special direction please give particulars.

Signature of the registered medical practitioner:.....
Address:

Official stamp and date:



RULES AND REGULATIONS FOR TRAINEES

GENERAL

These rules and regulations are applicable to all trainees in Mbeere North Technical and Vocational College (MNTVC) whether on regular programs or on short courses.

The College expects the trainees to work diligently to develop to the full of their sense of loyalty, responsibility and honesty. They are also required to work hard to achieve high standards of academic performance.

The trainees are expected to comply with them in a mature and understanding way in order to line up to the College motto “**SKILLS DEVELOPMENT FOR INDUSRY**” Appropriate disciplinary action will be taken against any trainee failing to comply with them.

RULES & REGULATIONS FOR TRAINEES

Reason for having the rules and regulations:

In any community that is living together and sharing common facilities and aspirations, it is necessary to establish a code of conduct and ethics that will enable its individuals to enjoy their rights and privileges, MNTVC is a community consisting of adult trainees who are expected to observe, among others, the following rules and regulations in an effort to shape them and have a high standard of living as a community. As part of this community you are specifically required to help care for the college equipment and facilities and set a high standard of moral behavior, cleanliness, diligence and orderliness.

SPECIFIC RULES & REGULATIONS

1.Smoking

Smoking is not permitted within the college.

2.Use of narcotics or illegal drugs

Processing, handling or consumption of narcotics or illegal drugs is criminal offence (Punishable by law)

3.Alcoholic beverages

Consumption or processing of alcoholic beverages within the college is not allowed. Trainees found under influence of alcohol to an extent where their behavior is influenced by it will be disciplined.

4.Attendance of classes

Attendance of classes and other scheduled tuition activities is **COMPULSORY**.

Punctuality is essential. Leave of absence should be filled if a trainee has to be away from college when scheduled for lessons.

5. Assault

Assault is a criminal offence and it is strictly forbidden to fight within the college.

6. Bullying

Any form of bullying such as physical, social, verbal, racial, religious, sexual, disability and cyber bullying are prohibited within the college.

7. Accommodation (rented)

It is the responsibility of the trainee to take care of the room and the facilities therein.

8. Attendance of assemblies and other meetings

Attendance of all official assemblies and meetings is compulsory

9. Dressing

Trainees are expected to dress neatly, smart and decent at all times. Trainees should be in Official wear during official College functions.

10. Illness

Emergency Cases of illness while within the college must be reported to the dean immediately. The college will do first aid then communicate to guardian for follow up.

11. Channel of communication

Correspondence with other institutions or corporations from the trainees' council Or clubs MUST be submitted through the Dean of Students who will in turn communicate through the principal. College headed paper should NOT be used for private correspondences.

12. Freedom of worship

The college is non-denominational. Each student is free to practice his/her faith but should be aware of rights of others to do so. Religious groups wishing to utilize college facilities must obtain right of entry from the Dean of Students.

13. Personal security

All trainees will be provided with a college identity card. The cost for replacement of lost or damaged trainee's identity card will be met by the trainee

All trainees are strongly advised to carry their trainee identity cards whenever they are within and outside the college. While the college will make all attempts to provide security, the colleges will not be held responsible for loss of personal belongings. All trainees should be familiar with the use of fire extinguishers and other safety measures

available in the college. (Dean of trainees to ensure demonstrations are done on their use by authorized officers)

14. Warnings

Throughout the duration of your stay in the college, you will be expected to take your studies seriously and maintain a good academic performance. Breaking of college rules and regulations and other misbehavior, may lead to a verbal or written warning. In cases where a student repeatedly breaks the rules and regulations, the Principal/Secretary Governing Council has the authority to suspend such a trainee from college with immediate effect. The Ministry of Education has authority to expel a student from college.

15. Reports

Any incident or major problem should be reported immediately to the Security Dean of trainees, trainer on duty or Deputy Principals.

16. Punctuality

Trainees are expected to be punctual at all times. This sense of punctuality will be a preparation for future responsibilities and also assist in the smooth running of everyday activities in the Institute.

17 Flag Hoisting

Flag hoisting days are Mondays and Fridays at 7.45a.m. This will be done by Scouts /Rovers.

18 Class Meetings

Trainees will have class meetings with class lecturers at least once a week (minimal) to pass important messages and announcements.

19 Language

English and Kiswahili are the official languages of the college. Use of indecent language shall not be condoned at any one time. Any trainee found with the offence will be liable for suspension for a week.

20. Co-Curricular activities

Trainees are advised to join at least one club or society of the institute.

21. Exams

All trainees should sit and pass continuous Assessment Tests, End of Term and End of course Examination. Trainees who gets refers in any subject shall sit for Supplementary exams.

22. **Pregnancy** is discouraged during training.

23. **Gross Misconduct:** This entails

- a) Fighting
- b) Stealing (being in possession of stolen items)
- c) Alcohol/drug abuse
- d) Disobedience
- e) Abortion
- f) Shy-locking
- g) Being in possession of any pornography material
- h) Malicious damage to property.

Punishment includes:

Suspension for two weeks and/or appearing before the Board of Governors for further disciplinary action.

In summary trainees should be self-disciplined and exhibit serious involvement in curricular activities, ensure co-operation, self-respect and respect for others and their property for smooth running of the college. Please create an atmosphere conducive for successful training in MNTVC.

Yours Faithfully

Eunice Wairimu Njenga

Principal

TRAINEE'S DECLARATION

I have read and understood the school regulations. I accept to observe the regulations and abide with them.

Name _____

Signature_____ Date_____

Confirmation by Parent/Guardian:

Name of parent/Guardian_____

Signature_____ Date_____