



KIPSOEN TECHNICAL & VOCATIONAL COLLEGE

P.O. BOX 344-30700, ITEN.

Off Eldoret-Iten Road.

Email: info@kipsoentvc.ac.ke /
kipsoentvc@gmail.com

TEL: 0797 868 786 /
0739 868 786

Website: www.kipsoentvc.ac.ke



JOINING INSTRUCTIONS TO STUDENTS

Congratulations on your selection for a course at the **Kipsoen Technical & Vocational College**.

This information sheet is intended to help you understand the admissions and registration procedures.

S/N	ITEM	REQUIREMENTS	OFFICE RESPONSIBLE
1.	LETTER OF OFFER	Read the letter of offer carefully and comply with all the instructions. In particular, you MUST register and pay fees by the last registration date shown in the letter.	Registrar's Office
2.	REGISTRATION PROCESS	<ol style="list-style-type: none"> On reporting: First report to the registry and hand in your LETTER OF OFFER with all sections DULY filled. Hand in copies of: <ol style="list-style-type: none"> ORIGINAL ACADEMIC (KCPE/KCSE) Certificates. Birth Certificate. Two colored passport sized photographs Any other related documents. Submit proof of fees payment i.e., banking slip/Mpesa message. <i>N/B:</i> Meeting the above requirements enables commencement of registration. The registrar will formally register you and present you with ADMISSION LETTER bearing your admission Number. <i>The registrar will retain the offer letter and creates file for you.</i> <i>N/B:</i> You should ensure that your details in the Register are properly captured. Hence, you are bona fide student. 	Registrar's Office
3.	FEES PAYMENT	<p><i>ALL fees are paid strictly to college account as follows:</i></p> <p><i>KIPSOEN TECHNICAL AND VOCTIONAL COLLEGE</i></p> <p><i>ACCOUNTNO: 1330021754</i></p> <p><i>(KENYA COMMERCIA BANK ITEN BRANCH)</i> Bank deposit slip is submitted to the college accounts department who will issue official receipt once registration process is completed <i>*Students are advised to keep the receipt in safe custody in case of queries.</i></p>	Finance office

		<p>FEES REFUND: The college will refund Caution fees on completion of a course. Request for a refund MUST be completed at least two weeks before payment date. For other refunds, you will be expected to write a letter to the Principal explaining your reason for requesting the refund. You should enclose copy of the receipts, which apply to the refund. Hand them to the registry at least two weeks before the payment date. Refund will be done promptly upon approval.</p> <p>Reasons for refunds 1. Excess fees Excess fees is requested by whoever is declared to be paying your fees (Parent, sponsor or guardian) it is paid to the student only if fees is paid by self. Sponsor/guardian/parent must apply for and collect the refund in person. 2. Withdrawn Only caution money can be refunded withdraws from studies. All other components of the fees are allocated to the appropriate vote heads at the time of the payment and cannot be refunded. 3. Cancellation of the course If the Institute for some reasons cancels a course for which you were admitted and have paid, all payments will be refunded.</p>	
4.	COLLEGE STUDENT ID CARD	College Student ID card will be issued THREE WEEKS after the start of the term you will be issued with, provided you are on the official class registers.	Dean's Office

Yours faithfully



REGISTRAR (For Principal)





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KTVC/REG/012/2022 FORM B

ADMISSIONS BIODATA FORM

1. Student's Personal Information:

- Full names.....
- Nationality.....
- ID. No./Passport No.....
- Mobile No.
- ADM No.
- Course
- Department
- Year of Admission
- Expected year of completion of the course.....

2. Student's Demographic Information

- Date of birth
- Age
- Gender (Male/Female)
- Marital status (Single/Married)

3. Student's Permanent Resident's Information:

- Home County
- Sub-County
- Constituency
- Division
- Location
- Name of chief Tel
- Sub-location
- Village

4. Academic Background:

- i) Primary School.....
KCPE marks Year
- Index. No.....
- ii) Secondary school
- K.C.S.E Mean grade..... Year.....
- Index. No NEMIS No.....

5. Family Details:

- a) Father (alive/Deceased)
Name Mobile No.....
- b) Mother (alive/Deceased)
Name Mobile No.....
- c) Who will pay your fees?
 - Father
 - Mother
 - Sponsor (specify).....
 - Self



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MEDICAL EXAMINATION REPORT

IMPORTANT

Students are requested to complete **Part I** of this **Form**. **Part II** of this **Form** should be completed by the Medical Officer examining the student. The completed **Form** should be brought personally and presented to the Medical Officer when you report to the College. No medical reports should be brought earlier or sent by post.

PART I: TO BE COMPLETED BY THE STUDENT

- a) First Name.....Middle Name.....Surname.....
 Date of Birth..... Place of Birth..... Nationality.....
 Gender: [Male/Female].....Religion.....Marital Status.....
 Name of Parent/Guardian/Next of Kin.....
 Address of Parent/Guardian/Next of Kin..... Telephone.....
- b) Have you ever been admitted into a hospital? [Yes] [No]
 If YES, state reason for admission and date.....

- c) Have you ever had any of the following illness? (Tick as appropriate):
- | | | |
|---|-------|------|
| i) Tuberculosis or other chest infection | [Yes] | [No] |
| ii) Fits, Nervous disease or fainting attacks | [Yes] | [No] |
| iii) Heart disease or Rheumatic fever | [Yes] | [No] |
| iv) Any disease of the digestive system | [Yes] | [No] |
| v) Any disease of genital urinary system | [Yes] | [No] |
| vi) Allergies to food or drugs | [Yes] | [No] |
| vii) Sexually Transmitted Disease | [Yes] | [No] |
| viii) Poliomyelitis | [Yes] | [No] |
- If the answer to any to the above is yes, please give details with dates
- d) If there are any other relevant details of your medical history not covered by the above questions, please give particulars:.....
- e) Has any member of your family suffered from any of the following diseases? (tick as appropriate):
- | | | |
|--------------------------------|-------|------|
| i) Tuberculosis | [Yes] | [No] |
| ii) Insanity or mental illness | [Yes] | [No] |
| iii) Diabetes mellitus | [Yes] | [No] |
| iv) Heart disease | [Yes] | [No] |
- f) Do you have any disability (Yes)? [Yes] [No]
 If YES, give details.....

PART II: TO BE COMPLETED BY THE EXAMINING MEDICAL OFFICER

- a) Height: Weight:
- b) Visual Acuity: Without glasses R.6/..... L.6/.....
 With glasses R.6/..... L.6/.....
- c) Hearing: Right Ear..... Left Ear.....
- d) Condition of: Teeth:
 Nose:
 Throat:
- e) Lymphatic glands:
- f) Circulatory system:
 Pulse: Blood pressure: Systolic: Diastolic:
- g) Respiratory system:

The student named above has been examined by me today and i can certify that he/she is medically [fit/unfit] for the course.

Doctor's Name

SignatureDate[Official stamp]



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RULES AND REGULATIONS GOVERNING STUDENTS' DISCIPLINE AT KTVC-ITEN

PREAMBLE

*To be able to benefit fully from our training and achievement of academic objectives our guiding rules shall **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 trainee(s) good performance and general conduct is a credit to trainees themselves first, later to the trainers and administration.*

RULES AND REGULATIONS

You are therefore required to abide by the following:

1. 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/skirts/dress, mini-skirts above the knee, and skirts with long slits, dresses/blouses with open necklines, bare backs, (tumbo cuts) sagging trousers, peddles pushers, shorts or bulky trousers.
 - Shirts trousers with obscene wording and/or expression are not allowed.
 - Hairstyles should be neat and clean.
 - Hairstyle in excessively bright colours e.g purple, yellow and mohork are **NOT** allowed.
 - Male students are not allowed to put on earrings and studs on one or both ears and on any other part of the body.
 - Hats/caps during class, church, office and at all **KTVC** functions **should not** be worn.
 - Dreadlocks and braided hair for male students is **PROHIBITED**.
6. All waste materials **MUST** be disposed of in appropriate dustbins.
7. All hostel rooms, classrooms, workshops etc. must be kept clean and tidy at all times.
8. Trainees are **NOT** allowed to receive telephone calls and visitors during class hours.

NOTE: ALL cell phones **MUST** be on silent mode during lectures and switched off during examination sessions.

9. Trainees **SHOULD NOT** allow visitors into the hostels.
10. Trainee's visitors are not allowed in the compound between 6:00pm and 6:00 am (night hours).
11. Every trainee is encouraged to participate in co-curriculum activities.

12. NO sick trainee shall remain in the hostel without permission from administration.
13. Every boarding trainee **MUST** produce a meal card before she/he is served. **Meal cards are not transferable.** All meals **MUST** be eaten in the dining hall unless otherwise specified.
14. Under no circumstance will trainees be allowed into the kitchen other than leaders on duty.
15. No trainee is allowed to misuse institute(s) resources/ property e.g.
 - Tapping water from unauthorized source
 - Entry and exit through windows
 - Vandalism of any of the KTVC property and any other person's property
16. Visits to student rooms of residence by opposite sex are **PROHIBITED** and sexual immorality in hostels or in any part of the institution is **not allowed**
17. Female trainees **WILL NOT BE ALLOWED** to carry pregnancies in the course of their training. Any trainee who becomes pregnant should apply for **DEFERMENT OF STUDIES** through their respective HODS. *(This decision will be subject to direction by Guidance and Counselling Department and Principal's Office)*
18. 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.
19. **Use of alcohol, cigarettes, illicit drugs and trafficking** of the same is **prohibited** in all areas of the institution. Any student involved directly in alcohol or use (being drunk and disorderly) or trafficking of drugs will be expelled from college and handed over to the law enforcement agency for legal action, where appropriate.
20. All trainees **MUST** adhere to **KTVC** rules and regulation while on attachment and educational tours. Breach of any of the above rules and other rules from department will lead to disciplinary action taken against you.
21. Trainees should NOT be involved in;
 - Examinations Irregularities
 - Fighting
 - Stealing
 - Making or possessing weapons in the institution.

ALL STUDENTS/TRAINEES Found to Have Breached ANY of the RULES AND REGULATIONS Will Be Subjected to a Disciplinary Process by the College Disciplinary Committee

DECLARATION BY THE STUDENT

I..... ID/BIRTH CERTIFICATE NO..... Do hereby declare that I have read the RULES AND REGULATIONS GOVERNING STUDENTS' DISCIPLINE AT KTVC-ITEN and understood their content and meaning and undertake to abide by them.

SIGNATURE..... DATE.....

Check for your respective **course requirements** from the table below:



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SPECIFIC COURSE REQUIREMENT/LEARNING MATERIALS

COURSE	REQUIREMENTS
ENGINEERING <ul style="list-style-type: none"> • <i>Electrical & electronics</i> • <i>Mechatronic</i> • <i>Building & Civil</i> • <i>Plumbing</i> • <i>Welding</i> • <i>Wireman</i> 	<ul style="list-style-type: none"> ▪ 1 A4 Exercise Books-200 page, Square ▪ 6 A4 Exercise Books-200 page, Single ruled ▪ Biro Pens-Assorted ▪ Dust Coat/Overall (Royal Blue) ▪ Safety Boots ▪ T-Square ▪ Engineering Set ▪ Set Squares(0,45,90 degrees) ▪ A Scientific Calculator ▪ Drawing Pencils i.e., 110HB, 2H (Clutch Pencil) ▪ SMP Table (Mathematical Table) ▪ Measuring Tape
ICT	<ul style="list-style-type: none"> ▪ 1 A4 Exercise Books-200-page, Square ▪ 6 A4 Exercise Books-200 page, Single ruled ▪ Spring file ▪ A laptop (<i>Optional - Recommended</i>) ▪ Flash Disk(At least 16GB)
FASHION DESIGN AND GARMENT MAKING	<ul style="list-style-type: none"> ▪ Rubber hand gloves ▪ Dust coat (white) ▪ French curves ▪ ¼ scale ruler ▪ 30 cm ruler (clear) ▪ Dress marker pins ▪ Dress marker shear ▪ Paper scissors ▪ Dress marker tape measure ▪ Thimble ▪ Assorted hand sewing needles ▪ Assorted hand sewing needles juki machines ▪ Assorted machines needles singer machine. ▪ Tracing wheel ▪ Dress maker chalk ▪ A dozen pencil 2H, 2B, 3B, eraser and sharpener ▪ A ream of printing papers (plain) ▪ A ream of printing papers (coloured) <p>TEXT BOOKS</p> <ul style="list-style-type: none"> ▪ Matrix pattern cutting for children wear and baby wear

	<ul style="list-style-type: none"> ▪ Matrix pattern cutting for men wear ▪ Matrix pattern cutting for women wear
GENERAL AGRICULTURE	<ul style="list-style-type: none"> ▪ 6 A4 Exercise Books – 200 pages, Single ruled ▪ Gum – Boots ▪ Overall (Dark Green)
HAIR DRESSING AND BEAUTY THERAPY	<ul style="list-style-type: none"> ▪ 1 Apron white in colour ▪ 2 Face towels and 4 Medium towels ▪ Assorted combs ▪ 7 A4 size exercise books of 200 pages and biro pens ▪ A pair of crotchet ▪ A pair of Black Thread ▪ A pair of scissors ▪ Match box and candles (1packet) ▪ 1 pair plain pink T-Shirt ▪ 6 Braids Black (No. 1 or 2)
FOOD AND BEVERAGE PRODUCTION	<ul style="list-style-type: none"> ▪ Chef's coat ▪ Chef's hat ▪ Black skirt/trouser ▪ Blue apron ▪ Flat black closed leather shoes ▪ 2 kitchen towels ▪ Hand towels ▪ Oven Gloves ▪ A sharp kitchen knife ▪ A blue cotton neck scarf

NOTE:

- *The above items will facilitate learning and training;*
- *The list of requirements may change based on the trade area. This will be communicated promptly.*

Yours faithfully,




**REGISTRAR (FOR
PRINCIPAL)**