

## NEWSLETTER – MARCH 2022

Dear Parent/ Guardian/Sponsor,

Happy Easter Holiday

The second Term 2022 has come to an end and we give thanks to God. The Institute closes officially on **Friday 8<sup>th</sup> April, 2022**. All the students will be expected to resume on **3<sup>rd</sup> May, 2022** for registration.

**A. END OF TERM TWO 2022 ARRANGEMENTS**

- |  |  |
|--|--|
| • Monday 28 <sup>th</sup> March, 2022          | Start of End of Term Examinations                              |
| • Wednesday 6 <sup>th</sup> April, 2022        | End of End of Term Examinations                                |
| • Monday 28 <sup>th</sup> March, 2022          | Start of CDACC Examinations                                    |
| • Wednesday 6 <sup>th</sup> March, 2022        | End of CDACC Examinations                                      |
| • Friday 8 <sup>th</sup> April, 2022           | Closing Day  |
| • Monday 3 <sup>rd</sup> May 2022              | Opening Day, Term Three 2022                                   |
| • Tuesday 4 <sup>th</sup> May, 2022            | Registration of Students in the departments                    |
|  | <b>NOTE: Payment of fees is a requirement for registration</b> |
| • Wednesday 5 <sup>th</sup> May, 2022          | Classes Begin  |
| • 9 <sup>th</sup> – 13 <sup>th</sup> May, 2022 | Supplementary / Special Exams for End of Stage Exams           |

**B. FEES PAYMENT**

1. It is the obligation of every student to ensure that the required fees is paid promptly. Please note that fees is payable in full on or before commencement of each term and no student shall be allowed to register without paying fees. We ask Parents and Guardians to cooperate with the Institute on fees payment. Each student has been issued with a Fees Statement. Please ensure that you meet the conditions set in the Fees Statement. Fees **must** be paid on or before the Registration Date (Tuesday, 4<sup>th</sup> May, 2022). You are encouraged to pay fees before the Institute opens to avoid congestion both at the bank and in the institute. The Finance Office shall remain open throughout April during working hours except on Public Holidays.
2. **Mode of Fees Payment**  
All students are reminded that fees should be paid into the Institute's Bank Accounts at any of the banks listed below: -
  1. Cooperative Bank, Stima Plaza Branch, A/C No. 0129070020700
  2. National Bank, Harambee Avenue Branch, AC No. 01241003414700
  3. LIPA NA MPESA -4062655 (Use student name or ID number or Admission number as the account number)

**Please note: -**

- (i) The Institute does not accept any cash payments.
- (ii) Any excess fees paid will be treated as a prepayment for the subsequent term.
- (iii) The Receipts on fees payment shall only be issued upon Bank Pay – In Slips being reflected on the Institute's Bank. Account(s) Statement. The institute shall not be accountable for any payment that will not be reflected on the Bank Statement. Parents/ Sponsors are advised to make early payments before the Institute re – opens to allow such clearance.

There has been a common practice by some students applying for a refund from the Institute immediately after paying tuition fees. This has been established as an avenue to drain funds from unsuspecting funding Organizations and Parents/ Guardians. Kindly take note that fees will not be refunded unless a student has completed the Course and refund shall only be to the Funding organization.

## **C. KNEC EXAMINATIONS**

### **a) KNEC JULY/AUGUST 2021 EXAMINATION RESULTS**

The above results were released in October 2021.

### **b) KNEC NOVEMBER 2021 EXAMINATIONS**

The above results were released in March 2022.

### **c) REGISTRATION FOR KNEC JULY 2022 EXAMINATION SERIES**

All the students who will sit for the KNEC July 2022 Examinations are required to register, note that the registration is on and the deadline is 31<sup>st</sup> March 2022 upon payment of Tuition and KNEC Examination fees:

The documents required are: -

- (i) 1 Copy of KCSE Certificated or the latest KNEC Certificate attained
- (ii) 1 copy of Birth Certificate
- (iii) 1 copy of National Identification Card (ID)
- (iv) Ksh.100 for passport size photograph.

**NB:** The students must ensure that the documents presented for registration are legible.

## **D. COMPETENCY BASED EDUCATION AND TRAINING (CBET) PROGRAMS**

Due to the ongoing reforms in the Education sector, the Institute has implemented CBET courses in January 2020 under various programs. These will be assessed by Curriculum Development Assessment and Certification Council (CDACC).

## **E. PROJECTS**

- a. Construction of Hospitality Complex Phase 1 ongoing.
- b. Fencing of Institute Field ongoing
- c. Cabro paving of Institute and Badwith expanded.

## **F. SPONSORSHIP**

Various opportunities exist for needy students to seek for financial help. These include: -

1. Bursaries from Constituency Development Fund (CDF), from the various constituencies
2. Scholarships from NGOS, Churches and Individuals.
3. TVET Bursaries from the Government through HELB. Students are reminded that HELB requires all Applicants to have a KRA PIN Number. The KRA Pin can be obtained online. Students are further encouraged to consult the Office of the Dean of Students for more information on HELB Bursaries.

## **G. STUDENTS GOVERNING COUNCIL (SGC)**

- a. Elections for the SGC was successfully held on 27<sup>th</sup> January, 2022
- b. Election of Class Representatives was successfully conducted in the month of January.
- c. Both groups wish to thank the Administration for the training on leadership.
- d. They participated in social cooperate responsibilities with the theme "CLEAN UP MOGIRA ROAD" on 25/3/2022.

## **H. CLUBS AND SOCIETIES**

These forums provide students with an opportunity to socialize across departments thus developing them wholesomely. Students too have an opportunity through clubs and societies to travel all over the country and appreciate the richness of our national diversity and also interact with nature. The Dean of Students and the religious groups organized a successful prayer day on Friday 25/3/2022 where prayers were said for the Institute, the workers, students and their parents.

### **I. GAMES AND SPORTS**

The institute participated in ball games and Athletics up to regional Level and managed to obtain position 3 overall in ball games and position 2 overall in athletics. Both teams qualified for National competition which will be held later.

### **J. DRESS CODE**

All students **MUST** dress decently, modestly, and observe personal hygiene at **ALL** times. Parents/ Guardians are requested to support the institute in advising their sons / daughters on the same.

### **K. INSTITUTE RULES AND REGULATIONS**

All students are expected to abide by the institute rules and regulations at all times.

Finally, we wish you a Happy Easter Holiday Full of Gods blessings.

With Regards,

**GLORY K. MUTUNGI (MRS)**  
**CHIEF PRINCIPAL**