



## LETTER OF ADMISSION

Name: .....  
Postal Address: ..... Code: ..... Town: .....  
Email Address: ..... Tel No. ....

Invitation to pursue a ..... Course in .....  
In the department of : .....  
I am pleased to inform you that you have been offered a place to pursue the course indicated above.  
This course takes ..... months/year.  
You should report to the College between ..... and ..... of ..... the year.....

### A) REQUIREMENTS ON ADMISSION

#### 1. Fees

On admission you are required to pay fees of Ksh:

Amount in figures:.....

Amount in words:.....

*Please see Fees structure Analysis (Clause D) and attached departmental fees structure*

#### 2. Original Documents

The following documents will be required for verification on final admission:

- Original KCSE & KCPE result slip and/ or certificate
- Original school leaving certificate
- Two passport size photographs recently taken.
- National ID and its photocopy (persons under 18 years exempted).
- Birth certificate.

#### 3. Departmental Requirements

Every department has its own specific requirements relevant to the demands of the course. These are provided separately by the concerned department.

#### 4. This admission form Duly Filled

### B) NATURE OF THE COLLEGE

Ngong TVC is a Government Institution owned under the ministry of Education, State Department of Vocational and Technical Training. It is registered by the Technical and Vocational Education and Training Authority (TVETA).

**1. REVISED TVET FEES STRUCTURE FOR TECHNICAL AND BUSINESS COURSES FY 2021/2022**

VOTE HEAD	AMOUNT KSHS.	GOK KSH.	PARENT/GUARDIAN/HELB
Tuition	21,000.00	21,000.00	0.00
Personnel emoluments	11,000.00	0.00	11,000.00
Electricity, Water & Conservancy	3,000.00	0.00	3,000.00
Local Transport & Travelling	3,000.00	0.00	3,000.00
Repairs, Maintenance& Improvement of tools	3,500.00	0.00	3,500.00
Activity	4,370.00	0.00	4,370.00
Industrial Attachment, Medical & Insurance	1,550.00	0.00	1,550.00
Development	9,000.00	9,000.00	0.00
<b>TOTAL</b>	<b>56,420.00</b>	<b>30,000.00</b>	<b>26,420.00</b>

**TECHNICAL AND BUSINESS COURSES**

S/NO	VOTE HEAD	TERM I (KES)	TERM II (KES)	TERM III (KES)	TOTAL
2	Personnel emoluments	4,000.00	4,000.00	3,000.00	11,000.00
3	Electricity, Water & Conservancy	1,300.00	1,200.00	500.00	3,000.00
4	Local Transport & Travelling	1,300.00	1,200.00	500.00	3,000.00
5	Repairs, Maintenance& Improvement of tools	1,500.00	1,200.00	800.00	3,500.00
6	Activity	2,500.00	1,370.00	500.00	4,370.00
7	Industrial Attachment, Medical & Insurance	700	550	300	1,550.00
	<b>TOTAL</b>	<b>11,300.00</b>	<b>9,520.00</b>	<b>5,600.00</b>	<b>26,420.00</b>

**NB/**

- The government of Kenya pays *capitation* of **Kshs.30, 000.00** per student per annum (for those who are 35 years and below) hence the total fees is **kshs.56, 420.00** per year.
- HELB** funding is up to **kshs.40, 000.00** per annum upon application to cater for tuition fees and students upkeep.
- 

**Summary per module**

**MODULE I**

First term	11,300.00
Second term	9,520.00
Third term	5,600.00
<b>Total</b>	<b><u>26,420.00</u></b>

**MODULE II & III**

First term	15,170.00
Second term	11,250.00
<b>Total</b>	<b><u>26,420.00</u></b>

## 1. CHARGES ON ADMISSION

New students to pay once the following levies on admission

S/NO	ITEM	AMOUNT
1	Students registration fee	1,000.00
2	Caution money	500.00
3	Students Id cards	500.00
4	Institute T-shirt	500.00
5	Kuccps registration fees	1,500.00
6	Students council	600.00
	<b>TOTAL</b>	<b>4,600.00</b>

*NB/ a. Continuing students to pay kshs.200 per term for the student's council.*

*b. Continuing students to pay kshs.1000 registration fee on admission*

## 2. Charges payable once per module

a. Material fee for Business courses **kshs.1000**

b. Material fee for Technical courses **kshs.2000.00** per term.

c. Material fee for food and beverage/ cosmetology **kshs.3000**

d. Internet fee charge **Kshs.1000**

e. Students to bring *1 ream Paperline A4 printing papers* and *1 ream ruled writing paper bank A4 full scarps.*

**NB/ The above fees do not cover National Examination Registration or professional Body fees.**

### Also note the following:

a. Fees payment in made directly to the institution account number **01129842414000**(co-operative bank).Account Name: **Ngong technical and vocational college.**

b. Fees is payable in full on admission to the institute.

c. A fee once paid is not refundable and an overpaid fee is carried forward to the following term.

Yours faithfully



**Teresia Mutuku**  
Principal/BOG Secretary.



NTVC/REG/F002

**NOTE:**

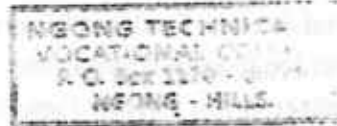
1. Students are encouraged to apply for **HELB LOAN** and **BURSARY**. For more information visit [www.helb.co.ke](http://www.helb.co.ke)
2. Bursaries are also available in your respective CDF offices and County Government offices.
3. All applicants **MUST** apply to **KUCCPS** to benefit from the Government capitation of Kshs. 30,000.00. For more information visit [www.kuccps.net](http://www.kuccps.net)

Signed



**Teresia Mutuku  
PRINCIPAL**

Official stamp



**VII. PERSONAL DETAILS FORM**

**PERSONAL DETAILS**

Surname: ..... Other names: .....  
 Gender: ..... ID No: ..... Date of Birth: .....  
 Nationality: ..... Home County: ..... Sub County: .....  
 Ward: ..... Mobile No: .....  
 Marital Status: .....  
 Name of Spouse if Married: ..... Mobile No: .....  
 Last School Attended and Address

.....  
 KCPE Grades/ Index No/Year: .....  
 KCSE Grades/ Index No/Year: .....

Parents/Guardian's/Sponsor's Name: .....  
 Postal Address: ..... Code: .....  
 Mobile No: ..... Tel. Landline: .....  
 Nationality ..... Home County: .....  
 Sub County: ..... Ward: .....

Are you orphaned? Tick as appropriate. Yes  NO   
 If Yes, state whether Partial or Full

Names of Siblings below 18 years, if any  
 .....  
 .....

Names of Siblings in other colleges if any, and name of college.  
 .....  
 .....

Do you suffer from any chronic ailment or disability that requires attention? Tick as appropriate.  
 Yes  No   
 If yes, bring a letter from your Doctor.

**DECLARATION BY STUDENT**

I ..... Declare the above Information to be true.

Signature: ..... Date: .....  
 Date of Admission: ..... Adm No: .....  
 Course: .....  
 Department: .....

**RULES AND REGULATIONS**

In every Institution there must be rules and regulations to guide the students and inculcate moral and responsible attitude in them. The following rules and regulations are not exhaustive and common sense and personal judgment is called for.

1. **Attendance:** All students are supposed to attend all lectures as per the timetable to be eligible for exam registration. Irregular attendance will result in a student being awarded a CNC results. Punctuality must be observed at all time.
2. **Behaviour:** To promote good human and public relations all students must be courteous to staff, colleagues and visitors.
3. **Attire:** all students should be dressed in a respectable manner that reflects responsible and mature students.
4. **Smoking and consumption of alcoholic drinks:** Anyone found under the influence of alcohol or drugs will be dealt with firmly.
5. **Loss and Damages:** Students are expected to care for college property at all times. Students will be charged for any loss or damage of institute property.
6. **Academic performance:** Students who constantly perform poorly will be closely monitored. If no improvement is registered they will be discontinued.
7. **Security:** The institute will take the necessary measures to maximize security in the institute. However, it is the responsibility of individual students to ensure safety of his/her personal belongings.
8. **Discipline:** All discipline cases will be dealt with in accordance with the Institute Disciplinary Procedures
9. **Fees Payment:** Payment of fees (Tuition examination and boarding) must be paid in full to the schools account. Official receipts should be obtained for all payments.

I ..... Adm. No: ..... do hereby commit myself to abide by the above rules and regulations.

**Sign:** ..... **Date:** .....

**NGONG TECHNICAL AND VOCATIONAL COLLEGE  
P.O. BOX 1170 – 00208, NGONG HILLS**

**VIII. MEDICAL REPORT FORM**

You are asked to fill in all details in part A and B of this form. Part C should be filled by a qualified health practitioner preferably from a recognized Government hospital. The dully filled form should be submitted to college during Registration.

**PART A- PERSONAL DETAILS**

- a) Surname: ..... Other names: .....  
 Date of Birth: ..... Gender: .....  
 Department: ..... Admission No.: ..... Tel. No.: .....
- b) Name of parent/guardian: .....  
 Postal Address & code: ..... Telephone No: .....
- c) Name of next of Kin if different from parent/guardian: .....  
 Relationship with student: .....  
 Postal Address & code: ..... Telephone No: .....

**PART B- MEDICAL HISTORY**

a) Have you ever been admitted into a hospital? Yes/No. If Yes, state reason for admission and date.  
 .....

b) i) Have you had any of the following illnesses? Tick as appropriate.

- |       |  |     |                          |                          |
|-------|--|-----|--------------------------|--------------------------|
| (i)   | Tuberculosis or other chest infections.    | Yes | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii)  | Fits, Nervous disease or fainting attacks. | Yes | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) | Heart disease or Rheumatic fever.          | Yes | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv)  | Allergies to food or drug.                 | Yes | <input type="checkbox"/> | <input type="checkbox"/> |
| (v)   | Any other.....                             |     |                          |                          |

ii) If the answer to any of the above is Yes, please give details on period of treatment or hospitalization, mode of management recommended e.t.c.  
 .....

c) Give any other details of your medical history.....  
 .....

d) Has any member of your family suffered from? Tick as appropriate.

- |      |                      |     |                          |    |                          |
|------|----------------------|-----|--------------------------|----|--------------------------|
| (i)  | High blood pressure. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (ii) | Diabetes.            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

e) Have you been immunized against the following disease?

- |       |                 |    |                          |     |                          |            |
|-------|-----------------|----|--------------------------|-----|--------------------------|------------|
| (i)   | Small Pox.      | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | Date:..... |
| (ii)  | Tetanus.        | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | Date:..... |
| (iii) | Polio mellitus. | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | Date:..... |

Student's signature: ..... Date: .....

**PART C – TO BE FILLED BY GOVERNMENT MEDICAL OFFICER.**

- a) Height ..... Weight .....
  - b) Visual Acuity.
    - Without Glasses R6/..... L6/.....
    - With Glasses R6/..... L6/.....
  - c) Hearing Right ear..... Left ear .....
  - d) Condition of:
    - > Teeth.....
    - > Nose.....
    - > Throat.....
  - e) Lymphatic Glands .....
  - f) Circulation System.....
  - g) Blood Pressure: .....
    - Systolic ..... Diastolic .....
  - f) Respiratory System.....
  - g) X-ray chest if necessary:  
.....
- 
- h) Urine ..... in PREGNANCY TEST .....
  - Sugar .....
  - Abdomen.....
  - Spleen.....
  - Any evidence of Hernia.....
  - Any evidence of Hemorrhoids.....
  - Any observable defects in addition to general record of observation. Please specify .....
  - Name of Medical officer.....
  - Hospital .....
  - Postal Address..... Telephone No. ....
  - Signature ..... Date.....
  - Official Rubber Stamp.....



***PART D – FOR OFFICIAL USE ONLY***

Special Remarks.....  
.....  
.....  
.....  
.....

Name of Dean/Matron/Clinical Officer: .....

Signature: ..... Date: .....

Official Rubber Stamp.....