



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
BOMET CENTRAL TECHNICAL AND VOCATIONAL COLLEGE
P. O Box 117-20400 BOMET
TEL: 0740633820



E-mail address; bometcentraltvc@gmail.com

ADMISSION LETTER

SEPTEMBER 2023

To

Registration Number:

I am pleased to inform you that your application was successful and you have been offered to pursue the course indicated
Subject to presentation of your original academic certificates for verification during admission.

The course begins **5th September 2023** and you are expected to report to college not later than **15th September 2023**, otherwise the vacancy will be offered to other deserving applicants.

Admission is subject to payment of full fees by banker's cheque or money order and meeting all other admission requirement.

ADMISSION REQUIREMENT

YOU MUST COME WITH THE FOLLOWING TO GUARANTEE YOUR ADMISSION: -

A. RECORDS

- i) Admission form dully filled and signed by **BOTH** applicant and guardian/parent
- ii) Medical Certificate Form filled by registered medical Practioner.
- iii) Two recently taken coloured passports size photographs.
- iv) Photocopies of ID Card (National) all academic, school leaving and Birth certificates. Come with originals for comparison.

B. COLLEGE FEES:

To be paid in full as indicated below by **Bankers Cheque, Money Order** or by depositing in **KCB branch A/C No 1178002535** and to be addressed to **BOMET CENTRAL TECHNICAL AND VOCATIONAL COLLEGE**.

The institution is in Bomet county located next to Ndaraweta Girls Secondary school about 200 meters off Aisaik-Teganda road in Ndaraweta Ward.

ADDITIONAL INFORMATION

Following your placement in this institution, you are eligible for Government Scholarship, Loans and Bursary to assist you 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 program the deficit will be met by your parent/guardian.

KUCCPS CODE 4335

WELCOME.

ADMISSION APPLICATION FORM

ATTACH
PASSPORT – SIZE
PHOTO

REF:

Reporting Date: 8TH MAY TO 19TH MAY 2023

ADMISSION NO.

A. BIO DATA

Surname.....other Names.....

Gender.....Religion.....Mobile No.....

D.O.B D/M/Y...../...../..... Place of birth.....Birth cert No.....

Nationality.....ID No

Postal address: P.O.Box.....Town/City.....Postal code.....

Contact nearest police station.....

Home County.....Sub county.....

WardLocation

Sub location Village.....

Parents Name (Father).....ID No.....cell phone No.....

Parents Name (Mother).....ID No.....cell phone No.....

Guardian's NameID No.....cell phone No.....

B. ACADEMIC CERTIFICATE DETAILS

1. PRIMARY EDUCATION

Name of last school attended.....

Year of Examination.....

Index NoMarks attainedOut of.....

2. SECONDARY EDUCATION

Name of last school attended.....

Year of Examination.....

Index No Certificate attainedGrade.....

3. OTHER QUALIFICATION

Name of institution attended.....

Name of course and grade.....

C. CO – CURRICULAR ACTIVITIES

(i) Sports.....

(ii) Hobbies.....

(iii) Others

D. RESPONSIBILITY WHILE AT SCHOOL (IF ANY)

.....
.....
.....
.....

E. I(applicant) certify that the above information is true

Applicants Signature.....Date.....

Parent/Guardian's

Name.....

Signature..... Date.....

MEDICAL EXAMINATION CERTIFICATE

Note: application for entry to the college **MUST** get this form completed by a registered doctor

PAYMENT FOR MEDICAL EXAMINATION IS THE SOLE RESPONSIBILITY OF THE APPLICANT

1	<u>EYES AND VISION</u> a. Unaided Right – left b. Aided Right – left c. Colour blind d. Visual field	
2	Pregnancy test	
3	Test for venereal Disease	
4	<u>Nose and throat</u> a. In nasal breathing habitual b. Adenoid	
5	Mouth and teeth	
6	<u>Ears</u> Hearing voice – Right -left	
7	Glands in the neck	
8	<u>Chest. heart</u> With special reference to any tubercular tendencies	
9	Spinal column	
10	a) urine b) feaces	
11	Spleen liver Piles and varicose vein	
12	Any other weakness defect or diseases e.g Defect of Speech, local twitching or spasm,chorea or other Nervous disorder	
13	<u>General observation</u> If care is desirable in any special direction, please give Particulars	

Signature of the **Medical Practioner**

AddressRubber stamp Date.....

BOMET CENTRAL TECHNICAL AND VOCATIONAL COLLEGE STUDENTS RULES AND REGULATIONS

1. Class attendance is compulsory and punctuality is essential. All assignments, **CATS** and exams **MUST** be done as required.
2. All students are expected to maintain high **ACADEMIC STANDARDS** throughout the course . Supplementary exams are a **MUST** for students who perform poorly in college exams. For students who persistently perform poorly the **ACADEMIC BOARD** may recommend for his/her discontinuation forthwith.
3. Students should observe personal hygiene and dress neatly. Students will attend to cleanliness required in classroom and workshops. They are further expected to keep the compound neat and tidy.
4. Smoking and drinking and use of hard drugs is prohibited in the college. Disciplinary action shall be taken against students found smoking or under the influence of alcohol.
5. Staffroom and kitchen is out of bound to all students unless they have prior permission.
6. Handling, possession and consumption of addictive drugs is prohibited in the institute and is a criminal offence punishable by law.
7. Respect and care of institution property is important students will have to account for any losses /damages.
8. Each student shall seek to observe, respect, promote rights and fundamental freedom, and exhibit responsible behavior to all staff, visitors and colleagues. Problems if any shall be solved through the proper laid down channels (offices). Participation in illegal meetings and processions can lead to expulsion.
9. No student shall be discriminated against directly or indirectly on grounds of race, gender, ethnic or social origin, colour, disability, religion or tribe.
10. Pregnancy is **NOT** allowed during coursework. Any female student with pregnancy shall be required to defer her coursework
11. Abortion is illegal and therefore **NOT** permitted any student found to have procured or attempted to procure shall be handed to the law enforcing agencies.
12. For any change of course permission **MUST** be obtained from the **REGISTRAR** and this will only be possible when a student meets the course requirement and other requirements.
13. In the event of a breach of any of the above regulation, the **DISCIPLINARY COMMITTEE** may give the student a verbal /written warning or suspension letter from the college. The committee can also recommend for the expulsion of a student. Once suspended, the student will be expected to leave the compound immediately and stay away until he/she receives official communication. On returning back such students **MUST** appear before the **DISCIPLINARY COMMITTEE** of the college accompanied by a registered parent/guardian.

LETTER OF ACCEPTANCE AND DECLARATION BY STUDENT

Dear Sir/ Madam,

This is to confirm that **I DO ACCEPT** the offer and **I PROMISE TO ABIDE** by the rules and regulations governing the conduct and discipline of the students of Bomet Central TVC.

I do hereby undertake to **COMPLETE THE COURSE** for which I have been accepted **WITHIN THE STIPULATED DURATION** unless I am discontinued by the college management.

Name of student

.....

Signature of the student.....Datetelephone
No.....

Name of parent/guardian

(witness).....

Signature of parent /guardian.....Date telephone
No.....

ADMISSIONS OFFICER
For THE PRINCIPAL

.....END.....



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The total fees payable by the parent/guardian will be determined after an application on www.hef.co.ke and categorization of a student as either vulnerable, extremely needy, needy or less needy as shown below.

S/NO	NEED LEVEL	GOVERNMENT SCHOLARSHIP AMOUNT (Ksh)	LOAN (Ksh)	FEES PAYABLE BY PARENT/GUARDIAN (Ksh)
1.	Vulnerable	53,751	13,458	0.00
2.	Extremely needy	47,032	20,157	0.00
3.	Needy	33,594	20,157	13,438
4.	Less needy	21,500	32,251	13,438

Other charges	Ksh
KUCCPS Registration (only for walk -in students)	1,500.00
Registration fee	500.00
Student ID	200.00
Caution money	600.00
Attachment (payable before proceeding for attachment)	2,000.00

