

# EMSOS TECHNICAL AND VOCATIONAL COLLEGE

Telephone: +254796376783

e-mail: [info@etti.ac.ke](mailto:info@etti.ac.ke)

website: [www.etti.ac.ke](http://www.etti.ac.ke)



PO BOX 300 - 30100

ELDORET, KENYA

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## LETTER OF ADMISSION

DATE: \_\_\_\_\_, \_\_\_\_\_, 20\_\_

|                   |  |                      |  |
|-------------------|--|----------------------|--|
| <b>NAME</b>       |  |                      |  |
| <b>COURSE</b>     |  |                      |  |
| <b>DEPARTMENT</b> |  | <b>MODE OF STUDY</b> |  |
| <b>LEVEL</b>      |  | <b>DURATION</b>      |  |

Your application for the above course was successful. You are required to register on..... and not later than..... and hence commence studies.

### REQUIREMENTS

#### 1. FEES PAYMENTS

You are required to pay fees on arrival as indicated in the attached fees structure, fees should be paid to: **EMSOS TECHNICAL AND VOCATIONAL COLLEGE**, by mode of;

- a) Bank certified cheque, or
- b) Pay in slips for cash deposits into the following **ACCOUNT NUMBER**;  
✓ **1252707681 KENYA COMMERCIAL BANK (KCB) – ELDORET EAST BRANCH**

Attached are;

- ✓ Fees structure
- ✓ Course requirements (where applicable)

Yours Faithfully,

**MRS. SAWE GERTRUDE**  
**PRINCIPAL/BOG SECRETARY.**

Address any correspondence to  
**THE PRINCIPAL**  
**EMSOS TECHNICAL AND**  
**VOCATIONAL COLLEGE.**  
**P O BOX 300-30100**  
**ELDORET, KENYA**

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## 2. RULES AND REGULATIONS GOVERNING STUDENTS' DISCIPLINE AT ETVC

### PREAMBLE

To be able to benefit fully from our training and achievement of academic objectives, a guiding rule shall be hard work, honesty and co-operation among ourselves.

The following rules and regulations therefore are for the well-being and security of **ETVC** community. It is important that the security of all of us be guaranteed while in **ETVC**. 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 **ETVC** on the trainee's good performance and general conduct is a credit to trainees themselves first, later to the trainers and administration. Let us all abide by these rules and regulations for peaceful co-existence in **ETVC**.

### RULES AND REGULATIONS

1. All trainees must respect teaching and non-teaching staff
2. All trainees must abide by rule 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/dresses*, min skirts above the knee, and skirts with long slits; dresses/blouses with open necklines, bare backs, "tumbo. - cuts", sagging trousers, pedal pushers, shorts or bulky trousers. Shirts. T-shirts and trousers with obscene wordings and/or; expressions are not allowed, Hair styles should be neat and

clean Hairstyles in excessively bright colours e.g. yellow, blue, red and white, and mohawk are **NOT** allowed. Male students are not allowed to put on earrings and puts on one or both ears and on any other part of the body; hats/caps during class, church, office and at all **ETVC** 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, laboratories etc. must be kept clean and tidy, at all times.
8. Trainees are **NOT** allowed to receive visitors or telephone calls during class hours; Note: **ALL** cell phones must be switched off during lectures and examination session.
9. Trainees **SHOULD NOT** allow visitors into the hostels.
10. Trainees visitors are not allowed in the compound between 6.00 p.m. and 6.00 a.m. (night hours)
11. Vehicles are **NOT** allowed in the hostel and workshop areas. They should be parked in the visitor's car park.
12. Every trainee is encouraged to participate in games, clubs and societies.
13. **NO** sick trainees shall remain in the hostel without authority. Emergency cases will be attended to by the institutes nurse at all times. The institute shall rely on the opinion of the nurses and the visiting doctor in determining whether a trainee requires further treatment outside the institute or not.
14. The students Council will be responsible for the discipline of trainees during meals time and any other official functions within the Institute. All trainees **MUST** respect the direction/instruction given by their councilors at all times.
15. 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.
16. Under no circumstances will trainees be allowed into the kitchen other than the councilors on duty.
17. All boarding students are expected check in the compound by 8.00 p.m. on daily basis unless they are out of the compound officially under the guidance of respective lecturers.
18. No trainee is allowed to misuse the Institute's facilities e.g.
  - a. Tapping power from unauthorized source
  - b. Entry and exit through windows
  - c. Vandalism of any of the Institute's Property and any other Person's property

19. Visits to student rooms of residence by members of the opposite sex are **PROHIBITED**.

Sexual immorality in hostels or in any part of the institute is **not allowed**.

20. Female trainees will **NOT BE ALLOWED** to carry pregnancies in the course of their training.

Any trainee who becomes pregnant should apply for maternity leave through their respective **HOD**.

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.

21. Trainees should **NOT** be involved in;

- i) Cheating in tests and examinations
- ii) Fighting
- iii) Stealing
- iv) Making or possessing weapons in the Institute

22. Use of alcohol, cigarettes, illicit drugs and trafficking of the same is prohibited in all areas of the Institute. Any student involved directly in alcohol or use (being drunk and disorderly) or trafficking of drugs will be expelled from the institute and handed over to the law enforcement agency for legal action, where appropriate.

23. It is the responsibility of the trainees to **ADHERE** to **ALL** regulations governing training as far as Workshops & Laboratories are concerned and as specified by the Factory Act, **KMLTTB** Act, PPB Act and all other relevant Acts and regulations that may come into force from time to time.

24. All trainees **MUST** adhere to **ETVC** rules and regulations while on attachment and educational tours. Breach of any of the above rules and other rules from departments will lead to serious disciplinary action taken against you.

**DECLARATION BY THE STUDENT**

I declare that I have read and understood the Rules and Regulations governing my conduct while a student at **ETVC**

I agree to abide by the rules in totality and to promote and maintain the character of the Institute.

**NAME:** ..... **ADM/NO:** .....

**SIGNATURE:** ..... **DATE:** .....

**WITNESS (PARENT/GUARDIAN) NAME:** .....

**SIGNATURE:** ..... **DATE:** .....

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## APPLICATION FORM FOR ADMISSION

First Name: ..... Middle Name: ..... Last Name: .....

Gender: ..... Date of Birth: ..... Marital Status: .....

Religion (Tick one): Christian..... Muslim..... Hindu..... None Religion.....

Nationality: ..... ID No/Passport: ..... Home County: .....

Home District: ..... Home Town: .....

Postal Address: ..... Postal Code: ..... Town: ..... County: .....

Email: ..... First Mobile No: ..... Parent/Guardian No:.....

Course applied for: .....

The mean grade attained in the last exam:

| KCPE Index Number (in full) | Year | KCSE Index Number (in full) | Year |
|-----------------------------|------|-----------------------------|------|
|                             |      |                             |      |

Please attach copies of the following;

1. Academic and professional certificates i.e Form 4 & std 8.
2. National ID card (both sides)/National passport.
3. Birth certificate and leaving certificates.
4. Any other relevant certificates.

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

### For official use

Received by: ..... Date: ..... Sign: .....

Recommended by: ..... Date: ..... Sign: .....

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## **GENERAL REQUIREMENT**

### A) **ALL STUDENTS**

- ❖ Certified Medical Certificate (As per attached form)
- ❖ Photocopy of National Identity Card
- ❖ Photocopies of *ALL* academic certificate
- ❖ Copy of Leaving certificate/Birth certificate/Testimonials
- ❖ Original Certificates/Testimonials for confirmation and return
- ❖ Adequate writing materials
- ❖ Scientific Calculator
- ❖ Passport Photo

### B) **CHANGE OF COURSE**

- Students admitted have **28 (twenty-eight)** days from the commencement date of the Programme to apply for change of course.

### C) **COLLEGE ACCESS**

- **The college physical address:** 10 KM OFF ELDORET-KISUMU ROAD TOWARDS KABİYET SUB COUNTY.
- May I wish you a save journey to Emsos and success in your course.

**MRS. SAWE GERTRUDE**  
**PRINCIPAL/BOG SECRETARY.**

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## STUDENTS MEDICAL CERTIFICATE

**Note:** applicants for entry to the college must get this form completely filled by a registered Doctor. PAYMENTS FOR EXAMINATION & TREATMENT IS THE RESPONSIBILITY OF THE APPLICANT.

**NAME OF STUDENT:** .....

|     |   |  |  |  |
|-----|---|--|--|--|
| 1.  | Eye and vision;<br>Unaided right –left?<br>Aided right – left?<br>Colour blind<br>Visual field  |  |  |  |
| 2.  | Nose & throat:<br>Is nasal breathing habitual?<br>Adenoids?   |  |  |  |
| 3.  | Ears:<br>Hearing Voice- Right?<br>- Left  |  |  |  |
| 4.  | Mouth and Teeth   |  |  |  |
| 5.  | Glands in the neck  |  |  |  |
| 6.  | Chest – Heart<br>With special reference to any tubercular<br>cadencies  |  |  |  |
| 7.  | Spinal cord   |  |  |  |
| 8.  | a) Urine<br>b) Faeces   |  |  |  |
| 9.  | Spleen – liver<br>Files & Varicose veins  |  |  |  |
| 10. | Any special weakness, defect or disease<br>e.g. defects of speech, local twitching or<br>spasms or other nervous disorders.<br>Venereal disease or rheumatic Tendency |  |  |  |
| 11. | General observations. If special care is<br>desirable in any special reason, please<br>give particular  |  |  |  |

**NAME AND RUBBER STAMP OF REGISTERED DOCTOR:** .....

**ADDRESS:** .....

**TOWN:** .....

**DATE:** .....

**SIGNATURE:** .....

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## FEE STRUCTURE FOR ARTISAN, CERTIFICATE AND DIPLOMA COURSES

### (REGULAR AND MODULAR)

|              | VOTE HEAD                 | ANNUAL FEES   | TERM ONE      |               | TERM TWO      |               |
|--------------|---------------------------|---------------|---------------|---------------|---------------|---------------|
|              |                           |               | GOK           | STUDENT       | GOK           | STUDENT       |
| 1            | TUITION                   | 30,480        | 12,820        | 5,120         | 8,546         | 3,994         |
| 2            | P.EMOLUMENT               | 11,520        | 1,600         | 5,132         | 1,075         | 3,716         |
| 3            | E.W.C                     | 3,260         | 1,230         | 720           | 830           | 480           |
| 4            | R.M.I                     | 1,825         | 735           | 360           | 490           | 240           |
| 5            | ACTIVITY                  | 3,350         | 930           | 860           | 620           | 940           |
| 6            | ATTACHMENT AND MEDICATION | 3,000         | 142           | 2,558         | 0             | 300           |
| 7            | L.T. AND T                | 2,985         | 590           | 1,100         | 395           | 900           |
| <b>TOTAL</b> |                           | <b>56,420</b> | <b>18,047</b> | <b>15,850</b> | <b>11,953</b> | <b>10,570</b> |

### NOTE

1. Payments can be made by depositing in **KENYA COMMERCIAL BANK (KCB) Ltd ELDORET EAST BRANCH AC NO.1252707681** or by bankers cheque. **STRICTLY NO CASH**
2. Admission fee of **Ksh. 500/=** should be paid in the above Account Number **separately**.
3. **Examination fee is not** included in the school fees.
4. Hostels fees **are not** included in the school fees.
5. **Artisan food and beverage** students will pay additional **ksh of 3,000**, **other food and beverage** students that is Certificate and Diploma will pay **2,500 per term** for practical and **all engineering courses in the department** i.e **Electrical & Electronics, Building Construction & Automotive** to pay **Ksh 1,000/= every year for practical's**.
6. The above fees of **26,420** plus examination fees as per examination body is for the all year paid by the parent /guardian.
7. **Term one** refers to the term of intake.
8. All students are advised to apply for **TVET loans**, visit **HELB loans** website [www.helb.co.ke](http://www.helb.co.ke) and **bursaries**.
9. **Caution money -500/=**
10. **KUCCPS-1,500/= 11. SMART CARD-600/=**



