LAIKIPIA EAST TECHNICAL AND VOCATIONAL COLLEGE

Tel: 0713380692
Email:laikipiaetvc@gmail.com
www.laikipiaeasttvc.ac.ke

Along Nyeri-Nyahururu Highway
P.O Box 14-10129, Mugunda.

LETVC/ADM/ADMISSION LETTER Serial No: KUCCPS

Date: 08/06/2020

Our Ref: LETVC/REG/8/6./2020.
Name: JUDY KERUBO NYABERA
Address: ……

Dear: JUDY,

Re: Admission into Diploma/Craft/Artisan Course 2020 Academic Year

Following your application for admission to Laikipia East Technical and Vocational College, we are pleased to inform that you have been offered a vacancy to pursue a DIPLOMA course in the department of LIBERAL STUDIES
Course DIPLOMA IN SECRETARIAL STUDIES

This offer is made on the basis of the statement of your qualification as stated in your application form. It is subject to satisfactory verification of those qualifications by the college and examining authorities.

The course will commence on **date to be communicated** Original and copies of your certificates and National Id must be presented when reporting for registration. Passport size photographs must be brought to the college along with your letter of admission.
Other conditions for registration

1. Signed Rules and Regulations
2. FEES- Deposited in the bank account NO:1222409348-KCB, Nyahururu

The offer is subject and not limited to adherence to the college rules and regulations and full payment of requisite fees.

Your Training will be governed by the common regulations for all trainees of the college and the regulations of your respective department in accordance with the joining instructions. You will only be registered as a trainee upon payments of required fees.
The college reserves the rights to withdraw an offer of a place, or terminate trainee's enrolment if it discovers subsequently that a trainee had given false information in their application or has provided false or fraudulent documentation in support of the application.

We look forward to welcoming you to LETVC and on behalf of the College; congratulate you on this achievement as we take this early opportunity to wish you success in your training and as you enhance your competence.

Yours faithfully,

Ngatiah Simon N.
PRINCIPAL.

GENERAL INFORMATION

1. CO- CURRICULAR ACTIVITIES

The college encourages students to fully participate in co-curriculum activities, games and sports. Trainees are encouraged to be members of one or more clubs and societies provided the meeting times do not coincide.

Trainees will be allowed to democratically choose their students leaders.

2. COURSE TEXTBOOKS & TOOLS.

Textbooks necessary for the courses will be provided through the library services. Where they are not enough, trainees will be requested to bring some textbooks relevant to their courses of training.

3. OTHER TRAINING MATERIALS

(a) Writing materials.

The college will not provide writing materials e.g. notebooks, exercise books or foolscaps. Trainees are requested to purchase enough materials before they report. In addition to the training materials, secretarial students should purchase a ream of A – 4 printing papers (white).

(b) Games and Sports

For effective participation of games, please bring appropriate games uniform and rubber/canvas shoes.

5. PHOTOGRAPHS

Two passports size photographs recently taken should also be brought on admission.

6. MEDICAL CERTIFICATE.

A blank form for medical examination is enclosed. Please bring it on admission dully filled by a government doctor.

7. EXAMINATIONS

Whereas the final external examination will be set and examined by national and international recognized and accredited bodies e.g. the K.N.E.C, K.A.S.N.E.B, NITA, internal examinations set by the College will be taken seriously. Any trainee performing poorly may be barred from proceeding or altogether discontinued from the course. Referrals are only up to a maximum or ANY TWO subjects; above that, the overall result is fail.

8. RULES AND REGULATIONS

There are basic rules and regulations to be observed by all trainees as basis for good routine and harmony necessary for peaceful pursuit of both training and learning. All trainees are required to familiarize themselves with the same and adhere to them strictly, Failure to which appropriate disciplinary action will be taken.

9. TRAINEES, PARENTS/GUARDIANS RECORD FORM

A blank form is enclosed, please read it thoroughly, fill in the blanks as comprehensively as possible and sign the relevant areas.

10. When reporting, you should bring originals of Certificates or Result slip, National Identity Card, Birth Certificate and School-leaving certificates for identification; these will be given back after verification.

NB: The applicant should ensure that he/she has read and understood all the information contained in these instructions.

We look forward to meeting you on the specified date of reporting and wish you success as you enhance your competence at LETVC.

Ngatiah Simon N.
PRINCIPAL

LAIKIPIA EAST TECHNICAL & VOCATIONAL COLLEGE

LETVC/ REG / TRAINEE, PARENTS/GUARDIANS

R E C O R D F O R M

(Fill and sign this form before admission)

ADM. No…….

1. Surname_____ Other names_____

2. Date of birth_____ Id/Card No._____

Age_____ email address……..Mobile

no……..

3. KCSE/KACE Index No (Any other-) …… YEAR…….

4. Results Mean Grade_____ Level _____

5. School attended_____

6. Course admitted to take _____

7. Religion _____ Denomination _____

8. (a) Father's (or Guardian's) Name _____

Postal Address---------- Location……

Mobile no. (If any) ---------- Email address----------

Profession _____

(b) Mother's Name _____

Postal Address---------- Location……

Mobile no. (If any) ---------- Email address----------

Profession _____

(c) Who pays your fees?_____ Relation_____

9. Number of children in the family ____ Boys_____ and Girls_____, and I am in the _____ position. Ages (years) from _____to _____.

10. Write names, sisters or brothers, and where they are, either in school (name the schools) or working, indicate where.

	Name	Brother/Sister	Place
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

11. Games or athletic race most interested in order of interest

(a) _____

(b) _____

(c) _____

(d) _____

12. Level of participation of any activity in the previous school.

(a) National _____

(b) Regional _____

(c) County_____

(d) Sub county _____

(e) Locational/Zonal_____

(f) Inter-house _____

13. Has any riot (strike) taken place in your previous school during your study there? Yes/No

(a) If yes, what were the grievances?

_____

_____

(b) What part did you play?

_____

14. (a) The information given above is true to the best of my knowledge.

(b) I promise if admitted to work hard and never to participate in any riot or strike that may be organized in the College.

(c) I also promise to respect the property of my fellow trainees, trainers, college and that of the public for as long as I stay here as a trainee.

Signature_____Date_____

Witness by Parent / Guardian,

I----------being the parent/guardian of----------commit myself to meet all financial and/or any other obligations as required by the college.

IDNO----------Sign----------Date----------

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LETVC / REG / CERTIFICATE OF MEDICAL EXAMINATION

1. Name of Candidate……

   Date of Birth ……..

2. Area to be examined medically

   (i) Vision

   (ii) Hearing

   (iii) Speech

   (iv) Posture

   (v) Physical defects/deformities, if any

   (vi) Symptoms of any infectious disease.

   (vii) Women student

   Is the candidate pregnant?

IMPORTANT NOTE:

Trainees will not be discriminated on account of impairment or pregnancy

3. CERTIFICATE

I, Doctor ……has this date

…….examined ……...……..and found her/him,

fit/not fit for training course as a ……

Signature……

Designation ……...

Address …….

…….

(OFFICIAL STAMP)

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PREAMBLE

The primary objective of LETVC is to facilitate the development of Skills and Technology among Kenyans. To achieve this primary objective, there is need to have a good training environment devoid of any distracting factors. The LETVC community would therefore wish to establish an atmosphere of mutual respect, confidence and understanding among its members.

The following rules and regulations have been drawn to enable us achieve the above objectives. It is with this background understanding that all the trainees of LETVC are advised to follow the rules and regulations for their own good.

We submit that the LETVC administration and the training fraternity will enforce the following rules and regulations fairy and consistently

1. DAILY ROUTINE.

Trainees are required to observe the College's daily routine to enhance harmony in the activities. This will be dictated by the prevailing timetable.

2. LECTURES

Attending to lectures is compulsory for all trainees unless with written permission from the HOD. Any trainee found having failed to attend lectures will face disciplinary action as spelt out in the academic policy. Any trainee who does not attend more that 75% of the lectures will not be allowed to sit for the exams. All trainees are required to report to the college on the first day of the term/semester.

3. DAY SCHOLARS

Currently boarding facilities are not available and trainees are advised to seek own accommodation.

4. LEAVE OUT

Trainees wishing to be away during the week days will be required to get a leave-out from the respective HOD, and report back to the same HOD. Any trainee, who leaves the college unofficially, will do so at his/her own risk, and the college will not concede to any liability arising thereof.

5. WORKSHOPS &OTHER SPECIAL ROOMS

All trainees will be required to observe the safety rules and regulations in their respective workshops as issued by the HOD's or the in charge i.e. technician. Any trainee who breaks or loses a laboratory or a workshop item will be required to replace it immediately and within the same term.

6. COLLEGE COMPOUND

(a) Anti-Social behavior like smoking, being drunk and disorderly, being in possession of or consumption of unprescribed drugs is prohibited. Harassment, indecent dressing and any other immoral behavior will not be tolerated. Drastic measures will be taken according to nature of crime.

(b) All trainees are required to respect one another, the teaching staff and non-teaching staff, the institute's and other students' property. Those who steal lose or damage colleges or other peoples' property will be required to replace them and other disciplinary measures may be taken against them.

7. OUT OF BOUNDS

(a) The staff room is out of bounds to all trainees without permission.

(b) Trainees must use the main gate to access the college. Use of any other venue will result to disciplinary measures being taken against the one involved

8. TRIPS

Trainees will not be permitted to go out of the college in groups i.e. Clubs or societies without being accompanied by a trainer/patron while on trips. Trainees on trip will be required to display good behavior and respect to their trainers and the people in the places they visit. Misconduct like drunkardness, refusal to take orders from trainers and deliberate delays will lead to canceling of future trips and other disciplinary measures taken as deemed necessary. Any trainee who fails to return to the vehicle used for the trip fifteen minutes after the agreed time will be left to come back on his/her own. The college will therefore not concede to any liability arising thereof.

9. GROSS MISCONDUCT

Any Gross Misconduct e.g. stealing, fighting, incitement or any infamous conduct will lead to suspension from the college, pending the decision of the B.O.G.

10. VISITORS

All visitors will be required to register themselves at the gate with the security officer and then seek permission from the office to interact with the trainee.

11. ENVIRONMENT

Cleaning

Trainees are encouraged to keep all buildings and surrounding tidy. Keep litter in the prescribed place. .

12. LANGUAGE POLICY

All trainees are required to communicate in English or Kiswahili while in the college to enhance national unity and improve their command of the two languages. However, official communication must be English.

13. LIBRARY

The rules in the library have to be strictly followed to allow efficient services to be offered. The librarian has the authority to withdraw or refuse library services to a trainee who disregards the library rules and regulations.

14. COLLEGE ASSEMBLIES

All trainees will be required to attend assemblies either at college, departmental or class level whenever called upon.

Other rules and/or regulations should be followed as per stipulated in the academic policy or any statutory document.

NOTE:

The above rules and regulations may be revised from time to time without consulting the trainees. All trainees are to adhere to all the above rules and regulations, failure to which will lead to disciplinary action *met* commensurate with the magnitude of the offence committed.

This document must be duly filled and submitted by every trainee joining the College, having been signed by the parent/guardian/sponsor. One will not be a bona fide trainee of the college before filling and submitting this document.

TRAINEE'S DECLARATION

I ……. ID No…… of Course……... agree to abide by all the above rules and regulations in force and any punishment that is prescribed on defiant.

Signature of trainee……..ID No……...

Name of Parent/Guardian/Sponsor…….…….

Signature of Parent/Guardian/Sponsor……...

ID No……..

Signature of Principal…….. Date……...

College Stamp

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L.E.T.V.C/ADM/FS/2018/1.

FEES STRUCTURE FOR NEW ADMISSION

PARTICULARS	TERM 1	TERM 2	TERM 3	TOTAL
PERSONAL EMOLUMENT	5250	3080	2400	10730
LOCAL TRANSPORT AND TRAVELLING (LTT)	1200	720	480	2400
ELECTRICITY, WATER AND CONSERVATION (EWC)	1000	600	400	2000
REPAIR, MAINTENANCE AND ….. (RMI)	500	300	300	1100
ADMINISTARTION	4300	1500	765	6565
INSURANCE	500	0	0	500
STUDENT WELFARE	300	180	100	580
MEDICAL	300	180	100	580
INDUSTRIAL ATTACHMENT	0	1965	0	1965
TOTAL	**13350**	**8525**	**4545**	**26420**
OTHERS				
CAUTION MONEY	1000	0	0	1000
STUDENT ID	600	0	0	600
KNEC	11400	0	0	11400
TOTAL	**26350**	**8525**	**4545**	**39420**

The highlighted fee is what you are expected to pay for the term. Fees must be paid on or before the opening day of the term. **EXAMINATION FEES** DEPENDS WITH THE COURSE AND EXAMINING BODY.

N/B Payment is either in form of bankers cheque or deposited in the Colleges collection

ACCOUNT No. 1222409348 KCB, Nyahururu Branch. A FEE ONCE PAID IS NOT REFUNDABLE.

Opening day: to be communicated through the College official platforms.
Finance Officer

For: Principal