



MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING (VTT)

RUNYENJES TECHNICAL & VOCATIONAL COLLEGE

EMPOWERING YOUNG PEOPLE THROUGH SKILLS AND TECHNOLOGY

P.O. BOX 239 – 60103, RUNYENJES

E - MAIL: runyenjestti@gmail.com , info@runyenjestti.ac.ke

Website: www.runyenjesttechnical.ac.ke

TEL: +254 797210054



RTVC/ADM/REG/001

LETTER OF ADMISSION

NAME.....FOLIO.....

COURSE.....DURATION.....

ADDRESS.....

RE: INVITATION TO PURSUE A COURSE AT RUNYENJES TECHNICAL AND VOCATIONAL COLLEGE

I am pleased to inform you that you have been offered a vacancy to pursue the course indicated above. You should report at the institute between 8.00 a.m. and 4.00pm on.....

FEES STRUCTURE

COURSE	TERM 1	TERM 2	TERM 3		TOTAL
Artisan and craft certificates in all courses	18,807	18,807	18,806		56,420
Diploma in all courses	18,807	18,807	18,806		56,420

NB: Government capitation Kshs 30,000 for a student below 35 years

Balance to be paid Kshs 26, 420 by Parents/Guardians

All newly admitted students will pay an additional fees as follows:

- | | | |
|---------------------|-----|-------------|
| a) Registration fee | 500 | Paid once |
| b) Student ID | 300 | Paid once |
| c) Council welfare | 400 | Paid termly |

Notes

1. Fees once paid not refundable
2. Personal cheque or cash are not acceptable
3. School fees is payable through bankers cheque, money order, direct deposit
EQUITY BANK A/C NO...0190274872116, Embu Branch
4. An appropriate commission will be charged for clearing banker's Cheques and it will be reflected on your fees account
5. Students to make their own accommodation and meals arrangements. However, cheap accommodation is available in the neighborhood
6. KNEC Exam fees is as per the course or subject, not included in the fees
7. You can apply for HELB loan/Bursary or CDF Bursary from the County Government.
8. Students MUST pay at least 60% of the term's fees, while other 40% should be paid on or before 15th day of the following month after admission

The institute is located about 1.5 Kms from Karurumo Market along Ena-Ishiara road. From the stage, ask direction to Kasafari, about 500 mtrs, turn right on the second junction, then turn after another 500mtrs, drive straight for more 500 mtrs to the college gate.

WELCOME TO RUNYENJES TECHNICAL AND VOCATIONAL COLLEGE



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MEDICAL FORM

RTVC/ADM/REG/002

NOTE: Applicants for entry to the Institution must get this form filled/completed by a registered Doctor.

PAYMENT FOR THE EXAMINATION IS THE SOLE RESPONSIBILITY OF THE APPLICANT.

NAME:.....COURSE:.....
ADM NO.....

MEDICAL CERTIFICATE OF FITNESS

This is to certify that.....(student's name) invited to take(Course) in your institute has been checked on the fitness thus;-

1. Eyes and vision

Unaided Right - Left
Aided Right - Left
Colour Blind
Visual field

2. Nose and throat

Is nasal breathing habitual? Adenoids

3. Ears -Right
Hearing voice -Left

4. Mouth and Teeth

5. Glands in the neck

6. Check Heart, lungs with special reference to any tubercular tendencies

7. Spinal column

8. a) Urine (For female students please state if pregnant or not)
b) Stool.

9. Spleen Liver
Piles and varicose veins

10. Any other weakness, defects or disease: e.g.
cholera or other nervous disorders.
Venereal diseases or rheumatic tendency

11. General observations if care is desirable in any special direction please give particulars.

Signature of the registered medical practitioner:
Address: Official Stamp and Date:



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RTVC/ADM/REG/003

Date of admission: _____ NO: _____

Attach Recent

Color Passport

Size Photograph

SECTION 1: TRAINEES PERSONAL DETAILS.

Full name: _____

Gender: _____ Date of birth/age: _____ marital status _____

ID NO: _____ (attach a copy of your ID card)

Tel NO _____

PO BOX _____ Postal code _____

County: _____

Home district: _____ Constituency: _____

Division: _____

Location: _____ Sub location _____

Village/Estate _____

Highest level of education/training: _____

Grade obtained: _____

Year completed: _____ Exam index no: _____ (Attach copy of certificate/result slip)

Previous institution/school: _____

P O BOX _____ Postal code: _____

Any disability :(YES/NO) _____ IF yes (MILD/SEVERE) _____

Specify: _____

SECTION II: FAMILY DETAILS

Father's name: _____

ID NO : _____ (Attach copy of ID card)

TEL NO: _____

Occupation: _____

P.O. BOX: _____

Is father alive? (YES/NO) _____ (If no, attach evidence of death)

Mother's name _____
ID NO _____ (Attach copy of ID card)
TELNO _____
Occupation _____
P.O. BOX _____
Is mother alive? (YES/NO) _____ (If no, attach evidence of death)

Guarantee to pay fees (if not parents, state relationship and occupation)

Name Relationship.....Occupation.....
Address..... ID NO.....(attach ID copy)
Tel Signature.....

Give names and address of two persons who can be contacted in case of emergency.

Name	Relationship	Tel No
1.
2.

Which games and/sports are you interested in?.....

Which clubs/societies are you interested in?.....

How did you get to know about the college?.....

Please give any information you think is useful for you to communicate to the college
.....
.....

SECTION III: COURSE DETAILS

Course: _____
Duration: _____ Level: _____
Fees payable per year: Kshs. _____

SECTION IV: TRAINEE'S DECLARATION.

I.....IDNO.....,declare that I undertake to abide by the regulations governing the institution, conduct and discipline of the students at Runyenjes technical Training Institute and confirm that the information is true to the best of my knowledge and I am aware that giving false information will lead to automatic disqualification.

Signed: _____ DATE: _____

NAME: _____

Witnessed parent/Guardian..... Date.....



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COLLEGE

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MINISTRY OF EDUCATION

PO BOX 9583-00200

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RTVC/ADM/REG/004

GENERAL REQUIREMENTS

1. Uniform

There is no uniform for the institute. However, you are advised to dress decently always.

2. Institute rules will be issued on admission and all students must abide by them.

3. *You will be required to have the following Compulsory Documents on Admission;*

- a. Course textbooks listed.
- b. Medical certificate duly filled.
- c. Original and clear copies of your KCSE Certificate or result slip
- d. Three photocopies of National ID card both sides. (*Yours and that of your parent/guardian*)/*Waiting card*
- e. Original and copies of your leaving certificate.
- f. Three recently taken passport size photographs
- g. Original & copies of your Birth Certificate.
- h. Institute rules and regulations
- i. Enough writing materials

4. Personal data.

The attached personal data sheet must be completed on admission

5. Medical Certificate

The enclosed medical certificate must be completed, signed and stamped by a Government medical officer