



**MINISTRY OF EDUCATION
STATE DEPARTMENT OF TVET
RUNYENJES TECHNICAL & VOCATIONAL COLLEGE**

P.O. BOX 239 – 60103, RUNYENJES, TEL: +254 797210054

Email: runyenjestti@gmail.com Website: www.runyenjesttechnical.ac.ke



RTVC/ADM/REG/002

LETTER OF ADMISSION

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

COURSE..... DURATION..... ADDRESS.....

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

Following your placement to this institution, you are eligible for a Government Scholarship, Loans and Bursary to assist 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, Loans and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

| CATEGORY | GOVERNMENT SCHOLARSHIP | GOVERNMENT LOAN | HOUSEHOLD CONTRIBUTION | TOTAL |
|-----------------|------------------------|-----------------|------------------------|--------|
| VULNERABLE | 53,751 | 13,438 | NIL | 67,189 |
| EXTREMELY NEEDY | 47,032 | 20,157 | NIL | 67,189 |
| NEEDY | 33,594 | 20,157 | 13,438 | 67,189 |
| LESS NEEDY | 21,500 | 32,250 | 13,438 | 67,189 |

You should report at the College between 8.00 a.m. and 4.00pm on.....

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

- | | | |
|---------------------------------|-------|-------------|
| a) Registration fee | 500 | Paid once |
| b) Student ID | 300 | Paid once |
| c) Council welfare | 400 | Paid termly |
| d) TVETA quality assurance fees | 500 | Paid yearly |
| e) KUCCPS placement fees | 1,500 | Paid once |

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 Cheque 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. You can apply for Bursary from the County and National Government.
7. Trainees that will be placed in category three (3) and four (4) will pay Kshs **13, 438** during admission in their first term.
8. TVET CDACC Assessment fees is as per the course or units of competence, not included in the fees
9. Training materials will be charged depending on the course. It will be reflected in the main approved fees structure.

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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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 College, conduct and discipline of the students at Runyenjes technical and Vocational College 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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GENERAL REQUIREMENTS

1. Uniform

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

2. The College 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 KCPE and 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. Enough writing materials
- i. One ream of printing papers

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

RUNYENJES TECHNICAL &
VOCATIONAL COLLEGE
P O Box 239 RUNYENJES
TEL: 0797 210 054
Date:



MEDICAL FORM

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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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Empowering Through Skills and Technology

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Consent form

Guidance note (IP)

Privacy notice – consent for use of photographs and written/visual/audio recordings

Please read this form carefully. We (Runyenjes TVC) will use this form to show that you have given written consent for us to use your personal information. This means we can use, free of charge, any images and/or written, visual or audio recording we have made of you, including your name, for promotional materials and for any programmes, publications, websites, electronic publications and social media services worldwide produced by, or on behalf of Runyenjes TVC. You can withdraw your consent at any time by contacting, runyenjestti@gmail.com/ 0797210054.

Please complete, sign and return this form to Runyenjes Technical & Vocational College

Data protection

The Runyenjes TVC complies with data protection law in Kenya and equivalent laws in other countries. You can ask for a copy of the information we hold on you and make us correct any inaccuracies. If you have concerns about how we have used your personal information, you have the right to complain to a privacy regulator. You can find out more on the privacy section of our website or contact Runyenjes TVC office. We will review the information we hold on you every five years and dispose of it securely if we no longer need it.

| | |
|-------------------------|-----------------------------------|
| Name: | |
| Age (if under 18) | Date of birth (if under 18) |
| Tel: | Email: |
| | |

I agree:

- To the Runyenjes TVC photographing and/or recording me and give permission to Runyenjes TVC to use any material in the photographs and /or recordings where the copyright or any other rights are owed by me
- That Runyenjes TVC can use, free of charge, the photographs and/or recordings made of me, in their original format or edited, adapted or altered, for promotional materials and for any programmes, publications, websites, electronic publications and social media services worldwide produced by or on behalf Runyenjes Technical.
- That Runyenjes TVC can pass the photographs and/ or recordings of me, and my name, to external press and media agencies, publishers and broadcasters, and to partners and other third parties which Runyenjes TVC works with, anywhere in the country, for those purposes.

| |
|---|
| By signing this consent form, I agree to the terms set out above |
| Signature:..... |
| Date: |

| | |
|-----------------------------------|---|
| Name: | |
| Date of birth (if under 18) | RUNYENJES TECHNICAL & VOCATIONAL COLLEGE P O Box 239 RUNYENJES TEL: 0797 210 054 |
| Email: | Date:..... |
| Tel: | |

