

MWALA TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 07-90102, Mwala
Email: mwalatvc@gmail.com
Tel: 0796536524
Website: www.mwalatvc.ac.ke



NAME: _____

DATE: _____

ADDRESS: _____

REF.NO: MTVC/___/___/202_

ADMISSION NO: _____

Dear _____,

RE: OFFER OF ADMISSION

We are pleased to inform you that you have been selected to study _____ effective as of _____, 202__ at Mwala Technical and Vocational College. This is after reviewing your applications and all other supporting documents you send to us. Following your placement in this Institution, you are eligible for a Government Scholarship, HELB loan and Bursary to assist you cater for your tuition fees and upkeep. Therefore, on reporting you are required to seek assistance from office of Registrar to help you login the Government official funding website www.hef.co.ke to make application for the financial support.

STUDENT'S REGISTRATION REQUIREMENTS.

On admission day, you are required to bring the following documents:

- (a) A Copy of Admission Letter.
- (b) Two (2) Passport Size Photographs (Taken Within the Last Three Months).
- (c) Original Identity Card and Two Copies.
- (d) Original K.C.S.E. Certificate/Result Slip and Two Copies.
- (e) Original K.C.P.E. Certificate/Result Slip and Two Copies.
- (f) Original School-Leaving Certificate and Two Copies.
- (g) Original Birth Certificate and Two Copies.
- (h) A Bank Slip of Kshs. 500 Application Fee
- (i) A dully completed medical examination certificate

Attached to this letter you will find a full admissions package, along with specific information on how to accept the offer. We ask you to respond on acceptance of the offer within two weeks as there are many candidates who are waiting for any unacceptance vacancy.

I wish you success in your academic pursuit in the College

Yours Sincerely,

Kavita C. Kyuli

Principal/BOG, Secretary

1. HEALTH REQUIREMENTS

Bring duly completed and certified medical examination certificate. Find a copy attached on page 6 to be filled by a Medical Doctor from a Government /Mission hospital.)

2. PERSONAL EFFECTS (for Boarders Only)

You are required to bring the following:

- (a) Adequate personal clothing, 2 pairs of bed sheets and 2 blankets, Pillow and pillowcase, a bath towel and Mosquito net.
- (b) A plate, a spoon, a cup. Bucket, Bath and laundry soaps.
- (c) Mattress 6 feet x 2.5 feet x 3 inches.

Games Uniform

- a) Ladies: - T-Shirt, Bloomer, Wrapper and Rubber Shoes.
- b) Men: - T-shirt, Blue Shorts and Rubber Shoes.

NB: For T-shirts, buy any of the following colors: Blue, Grey, Green, Yellow, White, RED.

3. DEPARTMENTAL REQUIREMENTS.

Attached at the back of the letter is a list for details of course requirements.

4. RULES AND REGULATIONS.

Attached at page 5 is a copy of the rules and regulations. You are required to sign the declaration form to indicate your willingness to adhere strictly to all rules and regulations pertaining to students of Mwala Technical and Vocational College

5. PROGRESS DURING TRAINING.

A copy of the Academic Policy is available in the library indicating progression during your training.

6. FEES.

Attached at page 6 is a copy of fees structure details.

7. MODE OF PAYMENT.

The fees should be paid in total by bankers' cheque or deposited directly to Mwala Technical and Vocational College, Account Number: 1286272297, Kenya Commercial Bank, Masii Branch. You can also use our pay bill Number 522522 to Deposit the money to the above bank account number and send us the message as a prove of payment. Cash will not be accepted.

8. HELB LOANS.

After admission, a student is required to apply for a Loan from Higher Education Loans Board.

9. ACCOMMODATION

The College has limited accommodation facilities for both male and female students, and therefore, accommodation will be provided on first- come-first-serve basis. However, within the vicinity of the College we have good private hostels at reasonable rates.

10. PERSONAL DETAILS

Attached on page 3 are personal details form.

**MWALA TECHNICAL VOCATIONAL COLLEGE STUDENT'S PERSONAL
DETAILS APPROVAL FORM**

SECTION A: STUDENT'S PARTICULARS

Student's Name _____
ID/NO _____ Gender: Male [] Female []
Date of Birth: _____ Religion _____
Course Admitted _____ ADM.NO: _____
Year of Study _____ Department _____ Date Admitted _____
Student Status (Boarder/Day Scholar) Tick Appropriate;
Mobile Number _____ Physical Address _____
County _____ Sub-County _____ Location _____ Village _____
Last Primary School Attended _____ KCPE Index NO. _____ Marks _____
Last Secondary School Attended _____ KCS.E Index NO _____ Points
Scored _____ Grade _____

Attach Passport
Attach Passport

SECTION B: PARENTS/GUARDIAN'S PARTICULARS

Who pays fees? Parent/Guardian/Self (Tick one)

Father's /Guardian's Name _____ Occupation _____
Address _____ ID/NO. _____ Mobile No _____
Mother's Name _____ Occupation _____
Address _____ ID/NO. _____ Mobile No _____

Next of Kin

Surname: _____ Other Names _____
Tel _____ ID No _____ Relationship _____
Email _____

Do you have any form of disability? [Yes] [No]

If Yes, State the nature of disability. _____

PART C: STUDENT'S DECLARATION

I _____ (Student's Name) certify that the information I filled above is true to the best of my knowledge and ability

Sign _____ Date. _____

Part D: Registrar's Office Approval

I _____ (Name) certify that the information filled above is true to the best of my knowledge and ability

Sign _____ Date. _____

RULES AND REGULATIONS

1. Class attendance and punctuality shall be observed, failure to which a student shall face Disciplinary action.
2. Consumption of drugs and substances, i.e. beer. Bhang, cocaine etc. may lead to expulsion of a student from the College
3. Fighting, rudeness and any anti-social behavior may lead to suspension or expulsion from the College.
4. Student's grievances shall be presented through the right channel. Inciting utterances or misbehavior shall lead to disciplinary action.
5. It is illegal for student to pass through anywhere else other than the designated gates when entering and leaving the College. Failure to adhere to that shall lead to disciplinary action.
6. There should be no movement of furniture or any other movable equipment from their designated places without permission.
7. Students shall only hold meetings after clearing with the Dean of students. Otherwise, any illegal meeting shall lead to disciplinary action.
8. Students are required to identify themselves at meal times by producing genuine meal vouchers failure to which no meal shall be served.
9. Vandalism and any kind of theft is a criminal offence and may lead to suspension or being sub charge
10. Students are expected to familiarize themselves with the College Academic Policy
11. All students shall punctually attend scheduled assemblies and other College functions.
12. Appropriate dressing (e.g., in workshops, classrooms etc.) is expected from all students
13. Wearing of caps and hats in classrooms, assemblies or any other College functions shall not be allowed and may lead to disciplinary action.
14. Any leave from the College will be authorized by the Office of the Dean of Students.
15. Students shall respect and adhere to the administration and training procedures and structures established by the College.
16. Students should respect the rights and privileges of other students.

These rules and regulation will be subject to review from time to time.

STUDENT DECLARATION

I (full names) _____ ID No _____ have read understood and agrees to abide by the above rules and regulations before admission.

Sign _____ Date. _____

WITNESS

Parent/Guardian Name _____ Sign _____ Date. _____

FEES STRUCTURE FOR THE YEAR 2024/2025 FIRST MODULARS

VOTED HEAD	TERM 1	TERM 2	TERM 3	TOTAL
Tuition	20,600.000	19,119.00	0	39719.00
Activity	2,400.000	2,400.00	0	4800.00
Personal Emolument	5,250.00	5,250.00	0	10500.00
RMI	2,000.00	2000.00	0	4000.00
EWC	1870.00	2,100.00	0	3970.00
LTT	2,100.00	2,100.00	0	4200.00
Total	34,220.00	32,969.00	0	67,189.00

OTHER CHARGES

- a) New students to pay the following levies once on admission
 - i Registration fees Kshs. 1000.00
 - ii Caution money Kshs. 1000.00
 - iii Students ID card Kshs. 500.00
 - iv Students' welfare Kshs. 900.00
 - v TVETA fees Kshs. 500.00
- b) Kshs. 2500.00, only payable when a student is going for industrial attachment
- c) Consumable Teaching Material fee per year for Business and ICT courses Kshs. 2000.00
- d) Consumable Teaching material fee per year for technical courses
 - i Catering and Accommodation Kshs. 8000.00
 - ii Electrical and Electronics Engineering Ksh.4000.00
 - iii Medical Engineering Kshs. 4000.00
 - iv Automotive Engineering Kshs. 4000.00
 - v Fashion Design & Applied Sciences Kshs. 4000.00
 - vi Hair Dressing & Beauty Therapy Kshs. 4000.00
 - vii Analytical Chemistry/Laboratory Science Kshs. 4000.00
 - viii Agriculture; Building & Civil Engineering Kshs. 3000.00
- e) Food and Accommodation Charges for Boarders Only Kshs 18,000.00 per term (Optional)
- f) Lunch for day scholars Charges Kshs 5400.00 Per term (Optional)

NOTE:

1. Students admitted through KUCCPS will be required to apply for Government Scholarships and those who will be admitted directly to the College will be facilitated to Join KUCCPS admissions so that they can benefit from Government Scholarships.
2. Upon Admission, students can solicit bursaries from NG-CDF, County Governments and other Development Partners.
3. Registration for National Examinations and Professional Bodies is charged separately as per the demands of the bodies and hence vary from one course to another.



Kavita C. Kyuli
Chief Principal/BOG, Secretary

CERTIFICATE OF MEDICAL EXAMINATION (BY A GOVERNMENT HOSPITAL)

I hereby certify that I have this day ofI
examined (Students Name)and found him/her physically fit to
undertake training in your College.

Vision

Posture.....Dentition

.....

Urine:

Stool.....

Blood Pressure.....

Hears.....

Does the person suffer from ASTHMA?

.....

Rheumatism.....

Any other findings

Is there anything that will affect the person's studies:

.....

Signature _____

Status _____

Address _____

Official stamp