



SABATIA TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 29 - 50311, Wodanga - Kenya

Tel. No.: +254 702 666 802

Email: sabatiatvc@gmail.com Website: sabatiatvc.ac.ke



LETTER OF OFFER

ADM NO: ...P/0025/2024.....

DATE: 20/07/2024

.....SAMMY KIPROTICH.....

Course: **ICT TECHNICIAN LEVEL 6**

I am pleased to inform you that you have been offered admission to Sabatia TVC for the above programme commencing in .09... /...09.../...2024... You are expected to report not later than ..20.../...09../...2024...

A. Change of course: You may change your course within a period of 14 days of admission.

B. GOVERNMENT LOAN AND SCHOLARSHIP APPLICATION

Following your placement in this institution, you are eligible for a Government Scholarship, Loan, and Bursary to assist with your educational expenses. If you need this Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the government scholarship, loan, and bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian/self.

For any further clarification, you may contact **0726693537, 0702666802, 0722861454, and 0707354240**

C. ADMISSION REQUIREMENTS

Please bring the following items on Admission

1. This letter of offer
2. Original and copy National Identity Card
3. Original and copy academic certificates
(KCPE, KCSE. any Other)
4. Completed (filled) medical form
5. Original and copy of Birth certificate
6. One ream of printing paper (Paper Line Brand)
7. **Four** recent passport-size photos (colored)

On behalf of the College, I wish to congratulate you on this achievement.



GRACE APONDI TITI
PRINCIPAL/SECRETARY - B.O.G



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FEES AND OTHER DETAILS

The annual tuition fees is **Ksh 67189** in compliance with the New Government TVET Funding Model distributed as follows;

S. No.	Trainee's Level of Need	GOK Grant		HELB		Guardian/Parent		Total
		Allocation (%)	Amount (Ksh.)	Allocation (%)	Amount (Ksh.)	Allocation (%)	Amount (Ksh.)	
1.	Vulnerable	80	53,750	20	13,439	0	0	67189
2.	Extremely Needy	70	47,032	30	20,157	0	0	67189
3.	Needy	50	33,595	30	20,156	20	13,438	67189
4.	Less Needy	32	21,500	48	32,251	20	13,438	67189

NOTE: On application the students will be categorized in one of the above four categories.

FEE STRUCTURE (2023/2024)

VOTE HEAD	TERM 1	TERM 2	TOTAL
Tuition Fees Payable	33,595	33,594	67,189

Detailed fees structure will be released after approval by the **Ministry of Education**.

Note: New students who **fail to apply** for the government loan and scholarship will meet the cost of their studies in full.

The College will assist those who wish to apply for government loan and scholarship.

NOTE:

1. The above Fee **DOES NOT** include;
 - i. Accommodation fee of Ksh. 4,000 per term (**Optional**)
2. Students will be expected to purchase their own meals.
Note: The College provides meals to students at subsidized prices.
3. All fees should be deposited directly to the college bank a/c **NO. 2039624985**. ABSA bank, Kakamega Branch.
4. Money order, postal order or banker's cheques are acceptable. Personal cheques and Cash **shall not** be accepted for fee payment.
5. Government awards scholarship to students who have applied for the Government Loan and scholarship based on their level of need. The student must have been placed by KUCCPS.
6. Government LOAN and Scholarship Application is done online in a Cybercafe and at HUDUMA centers. The College will also assist students with their applications

Requirements for Government Loan and scholarship Application

1. A valid telephone number (Registered in the applicant's name for loan application)
 2. KCSE and KCPE certificates/ result slips (or any evidence giving the same information)
 3. One recent colored passport size photograph of the application
- Copy of applicants National ID (For the loan application)
4. College admission letter
 5. Applicants' parents registered telephone number
 6. Copy of applicants' parents national ID cards.
 7. Copy of death certificate (if any) of applicant's parent if deceased
 8. Copy of applicant's birth certificate
 9. Copies of two guarantors' (can be applicants' parents) ID cards and their registered telephone numbers (for loan application)

Note: Students who have not attained an ID card are eligible to apply for scholarship. They will however apply for the loan once they get their ID cards.

For more information, call: 0726693537, 0722605889, 0722969913, 0707354240



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APPENDIX 1: MEDICAL EXAMINATION CERTIFICATE

NOTE: Application for admission to the college must have this form completed by a registered medical practitioner in a government hospital, following thorough medical examinations.

S/n	Check-ups	Specifications	Findings
1	Chest X-Ray	Tuberculosis	
2	Urine		
3	Stool		
4	Eye & Vision	<ul style="list-style-type: none"> • Unaided Right -Left • Unaided Right -Left • Color Blind • Visual Field 	
5	Ears	Hearing Voice Right -Left	
6	Mental Stability		
7	Mouth and Teeth		
8	Infectious Diseases		
9	Glands in the Neck		
10	Spleen and Liver	Bile and Various Veins	

Any other weakness, defect or disease e.g. defects or speech, local twitching spasm, cholera or other nervous disorder, venereal diseases or rheumatic tendency.

I certify that I have this day _____ examined

.....And that in my opinion he/she is physically fit/unfit for admission in your institute as a trainee.

NameDate.....

Sign & Stamp.....



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APENDIX II

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REGISTRATION FORM FOR NEW STUDENTS.

Passport
Photo

NAME:SEX:ID. NO:

DATE OF ADMISSION:ADM NO.:

KCPE INDEX NO:YEAR:

KCSE MEAN GRADE: KCSE INDEX NO: YEAR:.....

DATE OF BIRTH: PLACE OF BIRTH: BIRTH CERT NO:

CONTACT ADDRESS: MOBILE PHONE NO|:

COUNTY:SUB – COUNTY: LOCATION.....

SUB – LOCATION: NEAREST PRIMARY SCHOOL:

FATHER’S NAME:ALIVE/DECEASED:ID NO:

MOTHER’S NAME:ALIVE/DECEASED:ID NO:

IF ALIVE, OCCUPATION: ADDRESS: MOBILE NO:

NOTE: If one or both parents are dead, provide copies of death certificates.

DECLARATION

A) BY THE STUDENT

I WISH TO DECALRE AS FOLLOWS:

1. The information given above is true and correct to the best of my knowledge
2. I will abide by the College Rules and Regulations at all times.

FULL NAMES:SIGN: DATE:

PHONE NO: ID CARD NO:

I WISH TO DECLARE AS FOLLOWS;

- 1. I will co-operate with the College Administration in respect of my child to ensure the smooth running of the College.
- 2. I will ensure that fees for my child is paid on time.

FULL NAMES:SIGN: DATE:

PHONE NO: ID CARD NO:

For official use: by the Registrar:

Checklist:

- a) The following have been attached;
 - 1. Copy of ID Card
 - 2. Copy of Birth certificate
 - 3. Copy of KCPE result slip certificate
 - 4. Copy of KCSE result slip certificate
 - 5. Copy of death certificate(s) if applicable)
 - 6. Passport size photos (Four)
 - 7. Completed medical report
 - 8. Other requirements (photocopying paper, 2 spring files,)

The form has been filled properly.

Remarks.....

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Verified by the Registrar. (Signed and stamped) Date: