

# P. C. KINYANJUI TECHNICAL TRAINING INSTITUTE "MOTTO: EXCELLENCE IN TECHNOLOGY"

P O BOX 21280-00505 NAIROBI



Email: info@kinyanjuitechnical.ac.ke/Website: www.kinyanjuitechnical.ac.ke ISO 9001:2015 CERTIFIED

**DATE:** 30th June 2022

## **NEWSLETTER FOR SEPTEMBER 2022**

# Dear Parent/Guardian/Sponsor

Greetings to you all and thanking God for His presence and protection.

Thank you for the cooperation and support you have offered this institution and also for taking care of the trainees throughout the term. I wish to draw your attention to the following information and request for your support where required.

## 1. TRAINING AMIDST COVID-19 PANDEMIC

Trainers, Trainees and Staff are expected to observe the Ministry of Health General Guidelines and Protocols in order to prevent and control Covid-19 spread.

NB: Kindly note that Covid-19 is still a real health threat.

#### 2. OPENING DATES

The institute will reopen on Monday 5th September, 2022 the online registration process is on. Admission process for continuing trainees will take place in two (2) phases as follows:

5<sup>th</sup> September 2022 i.

Continuing Trainees

6th September ii.

**New Trainees** 

Trainees are advised to strictly adhere to the reporting schedule. All trainees will be expected to report by 12 noon to allow for a seamless admission process.

Where a trainee has a genuine reason not to report on the scheduled date, they should communicate via email; registrar@kinyanjuitechnical.ac.ke indicating trainee Admission Number, Name, the reason for absenteeism and expected reporting date. Trainees will be required to provide documents as evidence of absence, e.g. Sick Sheet from a government health facility in case of sickness.

#### 3. REGISTRATION/ADMISSION PROCESS

Trainees are advised to visit the institute Website: www.kinyanjuitechnical.ac.ke and register from 1st September 2022.

### 4. ONLINE TRAINING

To observe social distancing protocols, the institute will adopt two modes of training and learning:

- i) Face to Face for Practical Lessons
- ii) Online Learning for Theory Lessons

To facilitate access for online training the trainees must have either:

Desktop Computer

Tablet

Laptop

Smartphone

I Pad

#### 5. ATTENDANCE

All trainers are expected to attend all lessons as per the timetable and in accordance with the examining bodies' requirements. To be allowed to sit for the final exam, a trainee **MUST** attain at least 75 % class attendance.

#### 6. FEE PAYMENT

Fees MUST be paid into the following Bank Accounts:

a. Co-operative Bank:

01120081068500

b. Equity Bank:

0630272454874

## It may also be paid through:

# a) M-Pesa platform as follows:

- i. Go to M-Pesa
- ii. Pay Bill
- iii. Business No.400222
- iv. Account No.30163# Adm No.
- v. Amount
- vi. M-Pesa Pin

# b) Equity platform as follows:

- i. Go to Mpesa
- ii. Lipa na Mpesa
- iii. Pay bill
- iv. Business No. 247247
- v. A/c No. 480199#Adm No.
- vi. Amount
- vii. Mpesa pin

Evidence of fees payments be attached to the registration documents. Those with difficulties are requested to apply for HELB Loans for tuition. Trainees to check on their fee invoices in the students' portal.

# NB: HELB Loan does not cover Examination and Boarding Fees.

- i. All continuing trainees are expected to clear their outstanding fee balance before 5<sup>th</sup> September, 2022.
- ii. All trainees will be admitted upon payment of 100% fees for September-November 2022 term.
- iii. Accommodation shall be available for only those who will have cleared tuition and the boarding fees.

## 7. TRAINING REQUIREMENT

In order to facilitate training, trainees are expected to have certain items according to their respective courses. Kindly confirm the items required by the Trainee from our Website <a href="https://www.kinyanjuitechnical.ac.ke">www.kinyanjuitechnical.ac.ke</a>

## 8. ACCOMMODATION

The institute has limited accommodation facilities for both Male and Female Trainees. The rooms will be issued on a first-come-first-served basis. Trainees wishing to Board can book for accommodation from 15<sup>th</sup> August 2022 to 1<sup>st</sup> September 2022 if they meet the given conditions

> Should have paid tuition and boarding fees in full.

WISHING YOU ALL BLESSED AUGUST HOLIDAY

PARAMOUNT CHIEF KINYANJUI TECHNICAL TRAINING INSTITUTE P.O. BOX 21280 - 00505 NAIROBI

Nancy Njui (Mrs.)

PRINCIPAL