

DATE: 31st March 2022

NEWSLETTER FOR MAY 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 9th May, 2022 the online registration process is on. Admission process for continuing trainees will take place in three (3) phases as follows:

- i. 9th May 2022 Business, ICT, Applied Sciences & New Students
- ii. 10th May 2022 Building, Hospitality
- iii. 11th May 2022 Electrical, Mechanical Engineering

Trainees are advised to strictly adhere to the reporting schedule date and time assigned. 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 9th May to latest 11th May, 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
- Laptop
- I Pad
- Tablet
- Smartphone

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 internal and external 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 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

Evidence of fees payments to be attached to the registration documents. Those with fees 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 17th January, 2022.
- ii. All trainees will be admitted upon payment of 100% fees for January- April, 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. These include Scientific Calculators, T-Squares, Dust Coats, Overalls, and Safety Boots etc. Kindly confirm the items required by the Trainee from our Website www.kinyanjutechnical.ac.ke

8. ACCOMMODATION

The Institute has limited accommodation facilities for both male and female trainees. This means the rooms will be issued on a first-come-first-served basis. Trainees who would like to board may book online between Wednesday 20th April, 2022 and 8th May, 2022. Priority will also be given to those who will have paid tuition and boarding fees in full.

WISHING YOU ALL HAPPY AND BLESSED APRIL 2022 HOLIDAY


 Nancy Njui (Mrs.)
PRINCIPAL

PARAMOUNT CHIEF KINYANJUI
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