



P. C.KINYANJUI TECHNICAL TRAINING INSTITUTE
“MOTTO: EXCELLENCE IN TECHNOLOGY”
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ISO 9001:2015 CERTIFIED



DATE: 16TH November 2023

NEWSLETTER FOR DECEMBER 2023

Dear Parent/Guardian/Sponsor

Greetings to you all and thanks to 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. OPENING DATES

The Institute will re-open on Monday 8th January, 2024 and the online registration process is on.

NB. The new trainees will be admitted from 8th to 16th January, 2024.

All trainees will be expected to report before 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.

2. GOVERNMENT FUNDING/SCHOLARSHIP AND HELB LOAN APPLICATION

All trainees who sat for their **KCSE examinations in 2022** are **REQUIRED** to log in to www.hef.co.ke to apply for the **Government Funding/scholarship** and **HELB** loans. The deadline for the application is 31st December 2023.

NB: Those that will not have successfully applied for the above shall be required to pay the full tuition fee at Kshs. 67,129 per year.

3. REGISTRATION PROCESS

Trainees are advised to visit the institute Website: www.kinyanjuitechnical.ac.ke and register from 15th December 2023. In case of difficulties in the registration process, there is a guide on the website and trainees can also contact the System Administrator via email systems.administrator@kinyanjuitechnical.ac.ke

NB: Trainees who will not have registered by 12th January 2024 shall not be allowed to enroll for the term.

4. CLASS 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.

5. FEE PAYMENT

Fees **MUST** be paid into the following Bank Accounts:

- a. Co-operative Bank : 01120081068500
- b. Equity Bank : 0630272454874

Please note that trainees are required to provide their admission numbers during fee payment deposit at the bank for automatic debit to their trainee portal accounts. Those with fee payment difficulties are requested to apply for HELB Loans. Trainees are required to check on their fee invoices in the individual trainees' portal.

NB:

- i. All continuing trainees are expected to clear their outstanding fee balance before 8th January, 2024.
- ii. Trainees should ensure they provide correct admission numbers for correct debit to their trainee portal accounts.
- iii. All trainees will be admitted upon payment of 100% fees for January-April, 2024 term.
- iv. Accommodation shall be available for only those who will have cleared tuition and boarding fees.

NO PAYMENT SHOULD BE DONE THROUGH MPESA PLATFORMS.

6. 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.kinyanjuitechnical.ac.ke

7. ACCOMMODATION

The Institute has limited accommodation facility for both Male and Female Trainees. The rooms will be issued on a first-come-first-served basis. Trainees wishing to Board can book online between 15th December 2023 to 8th January 2024 having paid up full tuition and boarding fee.



Nancy Njui (Mrs.)
PRINCIPAL