

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: 14TH NOVEMBER 2022

NEWSLETTER FOR JANUARY 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 reopen on Monday 9th January, 2023 the online registration process is on.

Admission process for continuing trainees will take place as follows:

- i. 5th January 2023 Business, ICT, Applied Sciences , Building,
- ii. 6th January 2023 Hospitality, Electrical, Mechanical Eng.

N/B. The new trainees will be admitted from 9th January to 16th January 2023

Trainees are advised to strictly adhere to the reporting schedule date assigned. 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. REGISTRATION PROCESS

Trainees are advised to visit the institute Website: www.kinyanjuitechnical.ac.ke and register from 1st January 2023 to latest 5th January 2023.

3. 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

4. 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

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 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 9th January, 2023.
- ii. All trainees will be admitted upon payment of 100% fees for January- April, 2023 term.
- iii. Accommodation shall be available for only those who will have cleared tuition and the boarding fees.

6. TRAINING REQUIREMENT

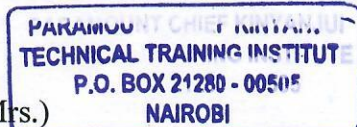
In order to facilitate training, trainees are expected to have certain items according to their respective courses. These include Scientific Calculators, T-Squares, Dust Coats, Overalls, and Safety Boots etc. Kindly confirm the items required by the Trainee from our Website www.kinyanjutechnical.ac.ke

7. 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 online between 25th November 2022 until 3rd January 2023.If they meet the given conditions

- **Should have paid tuition and boarding fees in full.**

WISHING YOU ALL MERRY CHRISTMAS AND A HAPPY NEW YEAR 2023.




Nancy Njui (Mrs.)
PRINCIPAL