



P. C. KINYANJUI TECHNICAL TRAINING INSTITU

“MOTTO: EXCELLENCE IN TECHNOLOGY”

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ISO 9001:2015 CERTIFIED

21st July, 2023

NEWSLETTER FOR JULY - AUGUST, 2023

Dear Parent/Guardian/Sponsor

Greetings to you all, we thank God for a successful term which commenced from 25th April to August, 2023. Thank you for the cooperation and support you have offered this institution in carrying its core mandate of training and the support you offered to the trainees throughout the term. I wish to draw your attention to the following information.

1. OPENING DATES

The Institute will open on Thursday 24th August; 2023. The online registration process is open and active.

All the continuing trainees should report to their respective departments for registration on 24th August, 2023 at 8:00 am.

N/B. The new trainees will be admitted from 28th August to 8th September, 2023.

Trainees are advised to strictly adhere to the scheduled reporting dates. All trainees will be expected to report before 12.00 pm to allow for a seamless admission process.

Trainees who will not be able to report on the scheduled date should communicate to the Registrar through the email; registrar@kinyanjuitechnical.ac.ke, indicating Admission number, name, reason for absenteeism, expected reporting date and provide evidence where required such as 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 for the August - December, 2023 term.

Note: All trainees should ensure they register for the correct YEAR and TERM of study to avoid being invoiced wrongly. Any enquiry, please contact the system administrator through systems.administrator@kinyanjuitechnical.ac.ke Continuing trainees who will not have registered by 8th September, 2023 shall not be allowed to enroll for the term.

3. CLASS ATTENDANCE

All trainees are expected to attend all lessons as per the timetable and in accordance with the requirements of examining bodies. A trainee **MUST** attain 75 % class attendance according to the Institute's Academic Policy.

4. FEE PAYMENT

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

(a) Co-operative Bank : 01120081068500 (Kawangware branch)

(b) Equity Bank: 0630272454874 (Kawangware Branch)

Evidence of fees payment should be attached to the registration documents. Those with difficulties in fee payment are advised to apply for HELB Loan. Trainees should check the fee structure on the Institute website and individual fee invoice in their trainees' portal.

NB:

- i. HELB Loan does not cover Examination and Boarding Fees.
- ii. All continuing trainees are expected to clear their outstanding fee balance by 8th September, 2023.
- iii. All trainees will be admitted upon payment of 100% fees for September - November, 2023 term.
- iv. Accommodation shall be available for only those who will have paid up 100% fee plus boarding fee.
- v. **Fee paid in excess will only be refunded to the parent/guardian after completion of the course.**

5. TRAINING REQUIREMENT

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 the website: www.kinyanjuitechnical.ac.ke

6. 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 may book online from 10th August, 2023 to 8th September, 2023 if they meet the given conditions.

Note: Trainees booking for the hostels should have paid 100% of tuition and boarding fees.

Nancy Njui

Nancy Njui (Mrs.)

PRINCIPAL

