



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: 20th March 2023

NEWSLETTER FOR MAY 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 your support where required.

1. OPENING DATES

The Institute will re-open on Tuesday 25th April, 2023.

The admission process for continuing trainees will take place as follows:

S/No	Date	Departments
1.	Tuesday 25 th April 2023	Business Studies, Computer Studies, Applied Sciences, and Building & Civil Eng.
2.	Wednesday 26 th April 2023	Hospitality & Tourism, Electrical & Electronics Eng. and Mechanical Eng.
3.	Thursday 27 th April to 8 th May 2023	All new trainees

Notes:

- Trainees are advised to strictly adhere to the scheduled reporting dates assigned.
- All trainees will be expected to report before midday to allow for a seamless admission process.
- Where a trainee has a genuine reason not to report on the scheduled date, the parents/guardian/sponsor should communicate via email to registrar@kinyanjuitechnical.ac.ke indicating the trainee's 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.
- All trainees will be admitted upon payment of 100% fees for the May-July, 2023 term.

2. REGISTRATION PROCESS

Trainees are advised to visit the Institute Website: www.kinyanjutechnical.ac.ke and register from 10th April 2023.

Note: Trainees who will not have registered by 8th May 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 PCKTTI Academic policy.

To be allowed to sit for any examination, a trainee MUST have attained at least 75 % class attendance.

4. FEE PAYMENT

Trainees are advised to check their fee invoices in the **students' portal** or from the **Institute's website**. Fees **MUST** be paid into the following Bank Accounts:

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

It may also be paid through the M-Pesa platform through the following process:

- 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 fee payments should be attached to the registration documents.

NOTE:

- i. All continuing trainees are expected to clear their outstanding fee balance before 8th May, 2023.
- ii. Trainees with challenges in fee payment are advised to apply for HELB Loans.

5. TRAINING REQUIREMENT

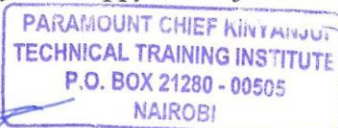
All trainees are expected to have specified requirements as per their respective courses. Kindly confirm these requirements from our Website www.kinyanjutechnical.ac.ke.

6. ACCOMMODATION

The Institute has limited accommodation facilities for both male and female trainees. The rooms will be allocated on a first-come-first-served basis. Trainees may request for accommodation by booking online. Trainees who meet accommodation requirements may book for space online from 10th April 2023.

Note: Trainees booking the hostels should have paid tuition and boarding fees for the term in full.

Wishing you a happy and safe Easter holidays.



Nancy Njui (Mrs.)
PRINCIPAL