



ADM NO:
NAME:
P.O. BOX:

RE: ADMISSION TO THE COLLEGE FOR JANUARY 2020 INTAKE

I am pleased to inform you that you have been offered a place in Mabera Technical and Vocational college at **DEPARTMENT** to pursue a course leading to.....

The programme commences on.....

This offer is made on the basis of the statement of your qualification as presented by the Kenya National Examination Council and is subject to verification by the College at the time of reporting. It is also subject to your acceptance to pay the required fees and your agreement to adhere to the rules and regulations governing the conduct and discipline of students of Mabera Technical and Vocational College.

Please note that at the time of reporting you are required to produce this **admission letter** and the following documents/Items

- a) **Original K.C.S.E Certificate/ Result Slip or any other relevant latest result slip/certificate, Original School Leaving Certificate, Original National Identity Card, Original Birth Certificate, Two (2)**
- b) **clear photocopies of (a)above**
- c) **A ream of photocopying paper**

All fees are paid directly to the following College account:**KENYA COMMERCIAL BANK – ISEBANIA BRANCH ACCOUNT NUMBER 1259535096**. Please note that the College does not accept cash or personal Students are advised to apply for a loan from Higher Education Loan Board(HELB). The application form should be filled online through the Boards Website<http://helb.co.ke>.

You are required to visit a Government Doctor or a Registered Medical Practitioner who will examine you and complete, sign and stamp the attached MEDICAL EXAMINATION FORM. Bring the form, duly filled by the Doctor / Medical Practitioner, to the college on the reporting day.

Medical Treatment

The medical fee charged by the College is used to pay costs of treatment at local government dispensary which attends to MINOR AILMENTS ONLY. Trainees requiring further treatment will meet their own medical treatment costs.

May I take this opportunity to congratulate on your admission to this college and wish you success in your academic pursuit**N.B make sure you retain a copy of this admission form before submitted the original copy.**

Registrar
For Principal



JOINING INSTRUCTIONS

Name:

Course:

Duration: Report Date: 10TH September 2019

County:

Address:

CLASS TYPE

Regular

Parallel

Part Time

ADMISSION

We are pleased to inform you that you have been admitted to join Mabera Technical and Vocational College.

The College is government sponsored under the Ministry of Education. It has a mixed day and boarding student population.

LOCATION

The College is located 500 Metres along the Migori-Sirare Road. It is adjacent to Kubweye Secondary School and Mabera Market.

COMPULSORY ITEMS

On the day of the admission you must bring with you the following:-

- ❖ This admission letter
- ❖ Duly filled application form
- ❖ KCPE and KCSE Result Slip or Certificate, School Leaving Certificate and their copies
- ❖ National ID card, Birth Certificates and their copies
- ❖ 2 recently taken passport size photographs
- ❖ Medical form (attached at the back of this admission letter)
- ❖ A ream of photocopying papers
- ❖ Fees

FEES

Fees is payable in full at the beginning of each term. All payments made in Bankers Cheque or Money Order must be addressed to:-

Mabera Technical and Vocational College

NB: Cash payments will not be accepted

You can also directly pay into the College Account No. **1259535096** of Kenya Commercial Bank ltd

TUTION FEE

Fee for each course is as per the attached fees structure.



ACCOMMODATION FEES

- This fee will be paid separately after a student clears all tuition fees and is allocated a room in the College subject to availability of space.
- Students are advised NOT to pay accommodation fees before they confirm availability of room.
- The charges are Ksh.6,000 per term on a first come first served basis.

EXAMINATION FEES

The College does not pay examination fees for students. It is the responsibility of each parent/guardian/sponsor to pay separately registration/examination fees for their students and it is therefore not included in the fees structure.

1. KNEC FEES

Examination fees requirements will be given after verification of payment deadlines from the Kenya National Examination Councils (KNEC)

2. TEXTBOOKS

(a) The College does not provide textbooks and stationary to students. You should buy enough fools caps, exercise books, pens and pencils (2H/3H or 3B). A separate list of text books will be given.

(b) **Engineering Students** will be required to buy the following for their own use:-

- Engineering Set square 45X45 and 60° X 300 and protractors (transparent).
- T square – 100cm
- Engineering drawing set
- One roll of masking tape
- Scientific calculator – Casio FX 82MS
- Eraser (staedler)
- Drawing pencils (staedler) – HB and 2H
- Four figure mathematics log book (K.I.E) for certificates course, SMP advanced tables for Diploma
- Steam Tables (for Diploma in Automotive Engineering Module 3 students)
- One ream of drawing papers (A2) and one drawing book (A3 size)
- One navy blue overall and a pair of hard soled leather shoes for automotive and building and civil engineering students.
- Psychometric Chart (for Diploma in Automotive engineering module 3 students)

NB: Grey dust coat for Electrical Students

TEXT BOOKS FOR ELECTRICAL ENGINEERING STUDENTS (report with at least one)

- Electrical technology by Hughes
- Electrical and electronics by Bird
- Electrical Installation by Trevor
- Electrical installation by Brian Scaddan
- Electrical Installation by Peter Robertson
- Mathematics Engineering by Stroud
- Motive Series



3. FOOD & BEVERAGE COURSE REQUIREMENTS

DIPLOMA LEVEL YEAR

(i) Production

- Checked Skirt/trouser
- Chefs jacket
- Chef's hat
- Chef's Apron
- Low heeled black leather shoes (closed)
- Dish cloth (kitchen towel)-2
- Necker's chef (red) – 2
- A set of knives
- Cleaning cloth – 2
- Oven gloves – pair
- Food handlers certificate

(c) Service

- Black skirt/trouser – 1
- Black Bow tie – 1
- Black half coat – 1
- Glass cloth – 1
- Long sleeved white shirt/blouse – 1
- Linen:-
 - ✓ 2 table cloth white – 1 ½ M X 1 ½ M (Damask material)
 - ✓ 2 slip cloth – red – 1M X 1M (Damask material)
 - ✓ 8 napkins white – 19 inch X 19 inch (Damask material)
 - ✓ 1 sideboard liner – 1M X 17 inch (Damask material)
 - ✓ Tray cloth:- red
 - 1 round diameter 11 inch with white lace (damask material) – red
 - 1 rectangle 12 inch X 16 inch with lace (damask material)

(ii) BOOKS

- Practical cookery by David Foskett et al
- Theory of catering by David Foskett Et al
- Food and Beverage Service by Dennis Lillicrap
- Recipe cards
- Recipe file (A5 box file)

CERTIFICATE LEVEL

i. UNIFORM

(a) Production (Module 1)

- Checked Skirt /trouser – 1
- Chefs jacket – 1
- Chef's hat – 1
- Chefs apron – 1
- Low heeled black leather shoes (closed)
- Dish cloth (kitchen towel)- 2
- Necker's chef (red) – 1
- A set of knives
- Cleaning cloth – 2
- Oven gloves – pair
- Food handlers certificate



(b) Service Uniform (Module 2)

- Black skirt/trouser – 1
- Black bow tie – 1
- Black half coat – 1
- Black cloth – 1
- Glass cloth – 2
- Waiters cloth – 2
- Yellow duster – 1
- Opener – 1
- Name tag holder – 1
- Long sleeved white shirt/blouse – 1
- Linen
 - ✓ 2 table cloth white – 11/2 M X 11/2 M (damask Material)
 - ✓ 2 slip cloth – navy blue – 1M X 1M (damask material)
 - ✓ 8 napkins white – 19 inch X 19 inch (damask material)
 - ✓ 1 sideboard liner (navy blue) – 1M X 17 inch (Damask material)
 - ✓ Tray cloth (Navy blue):-
 - 1 round diameter 11 inch white lace (damask material)
 - 1 rectangle 12 inch X 16 inch white lace (damask material)

ii. BOOKS

- Practical cookery by David Foskett et al
- Theory of catering by David Foskett et al
- Food and Beverage service by Denis Lillicrap
- Recipe Cards
- Recipe file (A5 box file)

ARTISAN LEVEL

i) UNIFORM

a) Production

- Checked Skirt/trouser
- Chefs jacket
- Chef's hat
- Chef's Apron
- Low heeled black leather shoes (closed)
- Dish cloth (kitchen towel)-2
- Necker's chef (red) – 1
- A set of knives
- Cleaning cloth – 2
- Oven gloves – pair
- Food handlers certificate

ii) Service

- Black skirt/trouser – 1
- Black bow tie – 1
- Black half coat – 1
- Black cloth – 1
- Glass cloth – 2
- Waiters cloth – 2
- Yellow duster – 1



- Opener – 1
- Name tag holder – 1
- Long sleeved white shirt/blouse – 1
- Linen
 - ✓ 2 table cloth white – 11/2 M X 11/2 M (damask Material)
 - ✓ 2 slip cloth – navy blue – 1M X 1M (damask material)
 - ✓ 8 napkins white – 19 inch X 19 inch (damask material)
 - ✓ 1 sideboard liner (navy blue) – 1M X 17 inch (Damask material)
 - ✓ Tray cloth (Navy blue):-
 - 1 round diameter 11 inch white lace (damask material)
 - 1 rectangle 12 inch X 16 inch white lace (damask material)

iii. BOOKS

- Practical cookery by David Foskett Et Al.
- Food and Beverage service by Denis Lillicrap
- Recipe Cards
- Recipe file(A5 box file)

NOTE: Colour of linen will change from intake and from level to level.

4. SECRETARIAL COURSE REQUIREMENTS

- ❖ Short hand Note book – 4 pieces
- ❖ Pitman New Era Short Hand Anniversary Edition by AdreyO’dea, Joan Sykes et al
- ❖ Short Hand Dictionary
- ❖ Oxford Advanced Learners Dictionary
- ❖ Keyboarding & Document processing 6th Edition by Archie Drummond & Ann – Coles

RULES AND REGULATIONS

Mabera Technical and Vocational College is a mixed boarding/day College which has rules and regulations governing it. A copy of the same will be given to you and your parent/guardian/sponsor on the date of admission. After reading and understanding the rules and regulations, your parent/guardian/sponsor will sign the declaration form.

Registrar’s Signature:



TVET FEES STRUCTURE FOR TECHNICAL AND BUSINESS COURSES 2019

A. TECHNICAL AND BUSINESS COURSES

S/No	VOTE HEAD	TERM I (KSH)	TERM II (KSH)	TERM III (KSH)	TOTAL
1	Tuition	7,610.00/=	4,130.00/=		11,740.00/=
2	Personnel emoluments	2,000.00/=	2,390.00/=		4,390.00/=
3	E, W & C	1,260.00/=	1,000.00/=		2,260.00/=
4	L T & T	1,200.00/=	1,000.00/=		2,200.00/=
5	R, M & I	600.00/=	600.00/=		1,200.00/=
6	Activity	830.00/=	800.00/=		1,630.00/=
7	Industrial Attachment, medical & Insurance	1,500.00/=	1,500.00/=		3,000.00/=
TOTAL		15,000/=	11,420/=	NIL	26,420/=

The Government of Kenya pays capitation of **kshs. 30,000.00** per student per annum hence the **TOTAL FEES** is **Kshs56, 420.00 per year**.

B. ACCOUNTING COURSES

COURSE NAME	Caution & Registration	TUITION FEE	TOTAL
CAMS 1	1,500/=	17,400/=	18,900/=
CAMS 2	1,500/=	17,400/=	18,900/=
ATD 1	1,500/=	17,400/=	18,900/=
ATD 2	1,500/=	17,400/=	18,900/=
ATD 3	1,500/=	17,400/=	18,900/=
CPA SEC 1	1,500/=	17,400/=	18,900/=
CPA SEC 2	1,500/=	17,400/=	18,900/=
CPA SEC 3	1,500/=	18,600/=	20,100/=
CPA SEC 4	1,500/=	18,600/=	20,100/=

B: The above fees structure does not include the following vote heads hence the student is required to pay;

- A) Caution fees of **Ksh 1,000** payable once
- B) Student council fee **Ksh 600** per year.
- C) Boarding fees **Kshs.6,000** per term
- D) Kenya National examination council, **KASNEB** and **NITA** Exam fees.
- E) Food and beverage practical/Hair Dressing & Beauty Therapy fees **Ksh 3,000** per Term
- F) Practical fee for all other technical courses **Ksh4,000 (2,000 per term)**
- G) Development fees Kshs. 6,000 payable once
- H) Kenya Universities and colleges central placement service (KUCCPS) **Ksh 1,500**
- I) Starter up kit for Hair Dressing & beauty Therapy **Ksh 2,500**
- J) Application fee of **Ksh 500**

All fees should be paid directly to the following Mabera technical and vocational college account: Account No. 1259535096 of Kenya commercial bank Ltd.

NB: 1. The College does not pay examination fees for students. It is the responsibility of each parent/guardian to pay examination fees for their children and is not included in the fees structure.

2. The College will charge Kshs.6, 000 per term for accommodation on a first come first served basis.



3. Mode of Payment

Fulltime Programmes

- i) Banker's Cheque/draft from any Kenyan Commercial Bank. Personal Cheques are not accepted
- ii) Telegraphic money order payable to the principal, Mabera Technical and Vocational College.
- iii) Direct Cash Deposit; Kenya Commercial Bank, Mabera Branch

Parallel, part-time & Short Courses Programmers

- i) Banker's Cheque/draft from any Kenyan Commercial Bank. Personal Cheques are not accepted
- ii) Telegraphic money order payable to the principal, Mabera Technical and Vocational College.
- iii) Direct Cash Deposit; Barclays Bank, Mabera Branch

MABERA TECHNICAL AND VOCATIONAL COLLEGE



Dear Sir/Madam

Re: Medical Form

This form must be completed by a registered doctor after examining the applicant.

S/NO	EXAMINATION	FINDINGS
1	Chest X-ray	
2	Urine	
3	Stool	
4	Eye and Vision	
5	Ears	
6	Mouth and Teeth	
7	Spleen and Liver	
8	Gland in the Neck	
9	Any Other	

I hereby certify on this day /20

I have examined

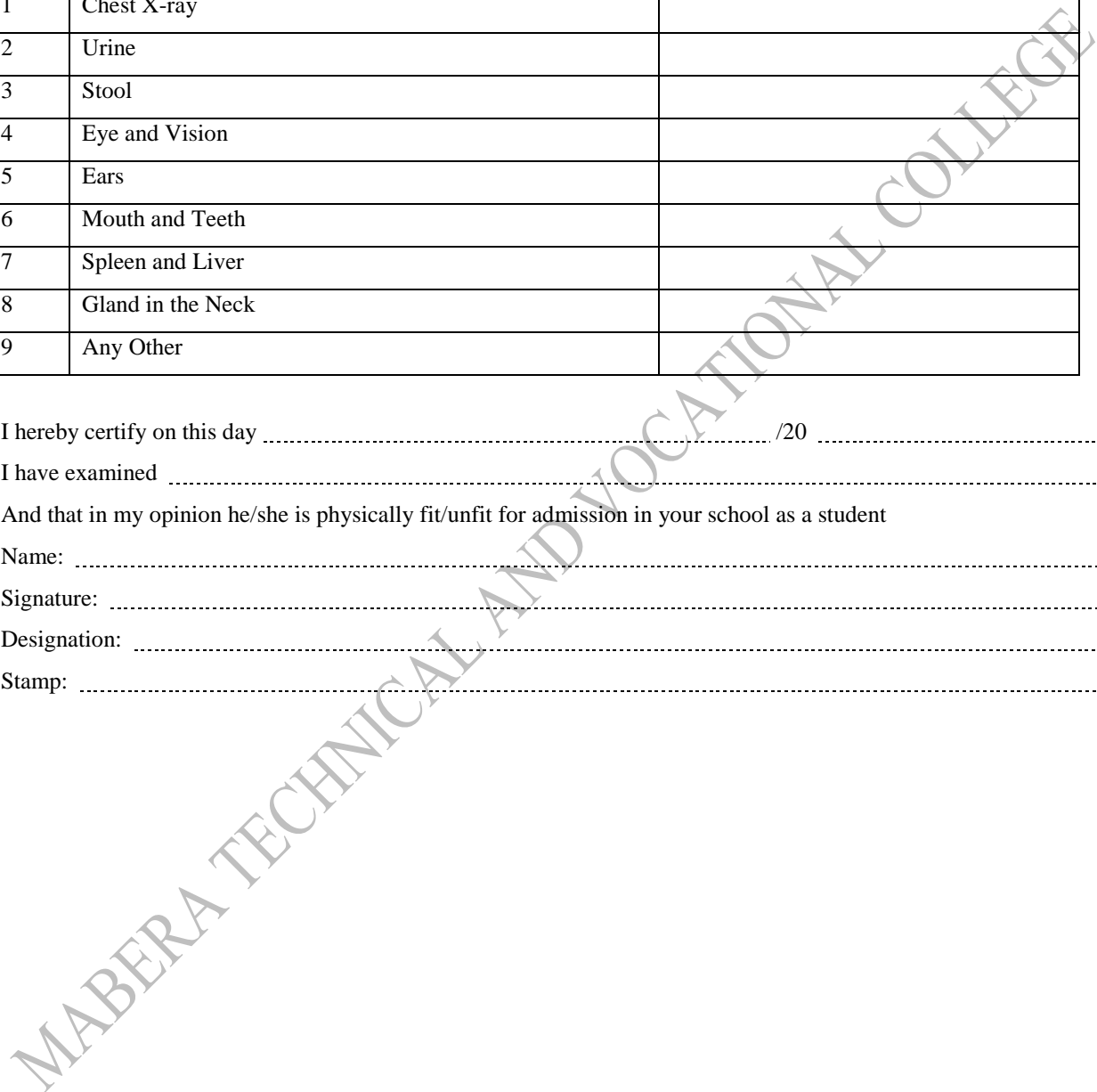
And that in my opinion he/she is physically fit/unfit for admission in your school as a student

Name:

Signature:

Designation:

Stamp:





STUDENTS DECLARATION FORM

I ADM NO

Course have read and understood the joining instructions of the College with my (state the relationship). I promise in his or her presence, that during the period that I will stay in this College as a student , I shall at all times work hard in my studies, participate fully in all the activities, abide with the rules and regulations and obey those in authority.

I will at all times respect the College property and that of other people.

Signature Date

Parents/guardians/sponsor commitments

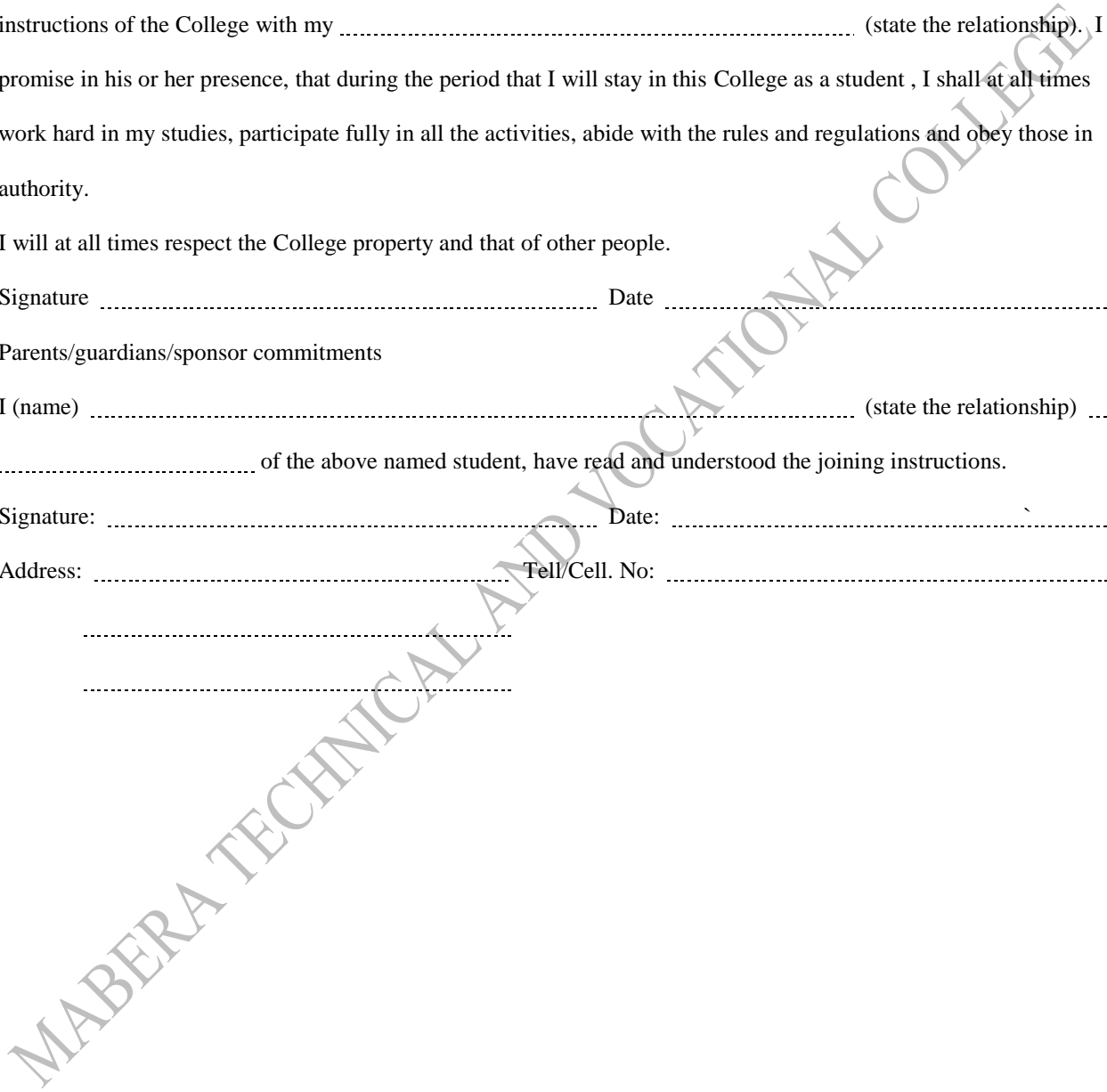
I (name) (state the relationship) ...
 of the above named student, have read and understood the joining instructions.

Signature: Date:

Address: Tell/Cell. No:

.....

.....





STUDENTS REGISTRATION FORM

Name: Adm. No: Tell/Cell No

Date of Birth: Age:

Course Admitted: Date:

Marital Status – (married) single Divorced

(tick as appropriately)

Mother's/wife's name:

Address: Mobile Phone:

Father's/Husband name:

Address:

Mobile Phone:

Are your both parents living Yes No

If yes are they living together:

If no specify

Number of your Children:

Number of your Sister/brother

Name:	Occupation
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

How did you know about the college a) Radio b) outreach c) friends
 d) KUCCPS e) newspaper f) internet

Who pays your school fees



Relationship

Address Tel no

Last School attended

What have you been doing since you left school

.....

.....

Have you ever been hospitalized Yes/No

If yes was your problem cleared yes/no

If no specify

Do you have health problems Yes/No

If yes specify

State your hobby

.....

Your religion

Your Denomination

Your Church

Name of your church pries/pastor

Address

I ID NO

Do confirm that the information given here is accurate and true to the best of my knowledge and belief.

Student's signature

Registrar/Dean of Students Signature

Date

MABERA TECHNICAL AND VOCATIONAL COLLEGE