

# ZIWA TECHNICAL TRAINING INSTITUTE

## ZIWA MIS INFORMATION SHEET

### NEW ADMISSIONS AND REGISTRATION FORMS

Congratulations on your selection for a course at the Ziwa Technical. This information sheet is intended to help you understand the admissions and registration procedures, which have been computerized.

#### LETTER OF OFFER

Read the letter of offer carefully and comply with all the instructions. In particular note you must register and pay fees by the last registration date shown in the letter. If you fail to do this, your name will automatically be removed from the computer system and your place offered to another applicant.

#### REGISTRATION FORM

When reporting to the polytechnic, you must first go to the registry and hand in your letter of offer, original copies of your Education Certificates and other documents. The computer system will produce a registration form while you wait. The computer system prevents you from paying fees until this has been done.

#### COMPLETING THE REGISTRATION FORM

Take the registration form to the writing area and check carefully using the guidelines below.

##### Correct Location & Sub-location

Make sure that all the details are accurate and if there are any errors (especially names) correct them on the form.

Make sure you add your location and sub-location details underneath 'District'. This is needed for your Institute ID card.

##### Term Address

If it is the same as home address, write AS ABOVE

##### Next of Kin

This is the person the Institute should contact if you have an accident. Write N.O.K'S full name and address.

#### Abide by the Rules

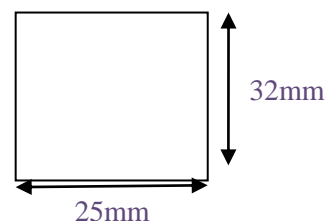
Sign and date your acceptance of the institute rules. The rules are available in the registry.

#### PHOTOGRAPHS

You are required to bring with you **TWO COLOUR PHOTOGRAPHS**

The photographs must be the exact size and specific as shown below otherwise they will not be suitable for your Institute ID card and form.

The photos must show your head and shoulders and should be taken against a light blue or similar background.



#### PAYING FEES

Go to the cashier and pay fees at the counter. The system will issue an official Institute's receipt. Check that the amount you paid corresponds to the amount shown on the receipt and always keep the receipt in safe custody in case of queries.

#### REGISTRATION

When you have paid fees, the computer system updates the registry computers and shows the amount paid.

You must now go back to the registry where you will complete your registration procedure. The registry staff will correct the computer system for any errors which you have marked on the registration form and will enter the additional information such as Next of Kin etc.

On completion of this the computer system adds your name on the class list.

### **CLASS REGISTERS**

The only authority for you to be in the Institute is the official Class Register issued by the Ziwa MIS computer system.

When you register, your name is added to the class register list.

The class registers are finalized two weeks after the start of the term and your H.O.D receives a set of Registers for each subject you will study in the course.

If you are not in the Registers you cannot have your exam marks recorded, so it is important to make sure your name appears on the Registers.

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### **INSTITUTE STUDENT ID CARD**

About three weeks after the start of the term you will be issued with Institute student ID card provided you are on the official class registers.

### **REFUND OF EXCESS FEES AND CAUTION MONEY**

The institute cannot continuously keep refunding excess fees and caution money. Caution fees will only be refunded on completion of a course. For other refunds see the principal. The procedure for a refund must be completed at least two weeks before payment date.

#### **Letter to the Principal**

Write a letter to the Principal explaining your reason for requesting the refund.

Enclosures

Enclose your letter and photocopy of the receipts, which apply to the refund. Hand them to the registry at least two weeks before the payment date.

If approved, payments will be made in the sixth week of the term.

### **AMOUNT TO BE REFUNDED**

Excess fees

If you are sponsored or your parent/guardian is paying your fee, your sponsor/guardian/parent must apply for and collect the refund in person.

Withdrawn

Only caution money can be refunded. All other components of the fees are allocated to the appropriate funds at the time of the payment and cannot be refunded.

No course

If the Institute for some reasons cancels a course for which you have paid, all payments will be refunded.

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### **FEE PAYMENT**

The Institute currently operates consolidated two term fees payment system.

You will receive an invoice showing fees for the first two terms during the first term.

**YOU MUST PAY YOUR FEES BEFORE THE START OF THE TERM** otherwise you will be excluded on the Registers for that term.

This requirement is to enable students who have paid their school fees to attend classes commencing on the first day of the term without constant interruption.

1. Background information.

- Full names.....
- Nationality.....
- IdNo./passport.....
- Mobile No. ....
- Adm No. ....
- Course .....
- Department .....
- Year of Admission .....
- Expected date of completion of the course.....

2. Student gender

- Marital status .....  
Married/single
- Male/female .....
- Date of birth .....
- Age .....
- Home district .....
- Division .....
- Location .....
- Name of chief ..... Tel .....
- Sub-location .....
- Village .....
- Constituency .....

3. Academic background

- i) KCPE marks ..... Year ...../...../.....  
Primary school.....  
Index. No.....  
Secondary school .....
- Index. No .....
- K.C.S.E Mean grade..... Year...../...../.....

4. Family details

- a) Father (alive/Deceased)  
If deceased when.....
- b) Mother (alive/Deceased) .....
- If deceased when .....
- c) Who then will your fees
  - Father .....
  - Mother .....
  - Sponsor (specify).....
  - Self .....

# ZIWA TECHNICAL TRAINING INSTITUTE

## CERTIFICATE OF MEDICAL EXAMINATION

This certificate of medical examination must be completed by Government Doctor and must be submitted to the Technical during registration. Doctors are kindly requested to allow candidates to bring the completed form to the Institute after medical examination.

### TO THE MEDICAL PRACTITIONER

REF: Mr/Mrs/Miss .....

Is seeking admission into the Ziwa Technical. The Institute requires medical report and opinion from a certified medical practitioner on the candidate’s fitness to pursue the course. Please examine the candidate and send any confidential findings and opinion under confidential cover, to the Principal, Ziwa Technical Training Institute, P.o Box 1055-30100, Fax 0321-33188,Eldoret, Kenya as soon as possible.

### CLINICAL TEST RESULT

a) Vision .....

b) Hearing .....

c) Physical Handicaps (if any).....

d) Any previous epileptic record .....

e) Any clinical findings including signs of communicable diseases

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f) Your comment on any aspects, which the Institute needs to follow up to help the candidate pursue his/her course satisfactorily.

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### CERTIFICATE:

The candidate named above has been examined by me today and I can/cannot certify he/she is medical fit for the course.

Doctor’s Name .....

Address .....

Signature .....Date .....

Stamp

## ADMISSION REQUIREMENTS

### YOU MUST COME WITH THE FOLLOWING TO GUARANTEE ADMISSION: -

#### **A. RECORDS:**

- i) Admission form dully filled and signed by BOTH applicant and guardian/parent.
- ii) Medical certificate form filled by a registered Medical Practitioner.
- iii) Two recently taken colored pass port size photographs.
- iv) Photocopies of National I.D. Card, all academic and school leaving certificates. Come with originals for comparison.
- v) KASNEB students must provide four recently taken colored passport photographs.

#### **B. INSTITUTE FEES:**

To be paid in full as below: by Bankers cheque, Money order, or by depositing in the following account numbers:

**Account No.1236084373,KCB Eldoret Branch**

#### **NO CASH WILL BE ACCEPTED**

- i) Boarders Kshs 16,900 per term (Accommodation and meals.)
- ii) Those proceeding for Industrial attachment will pay Kshs 3,000 per attachment.

#### **C. HOSTEL REQUIREMENTS:**

Blankets, bed sheets, bed cover, towel, leather shoes, slippers, plate, cup, spoon, fork, toilet rolls, soaps, tooth brush, tooth paste, basin, enough clothes. Please note that boarding facilities are limited and subject to first come first served and upon full payment of fees.

#### **D. GAMES:**

Any suitable attire for games which include; football, basketball, volley ball, Netball, Rugby, Athletics, and Indoor games.

#### **E. STATIONERY:**

All students are required to purchase their own stationery i.e. folders, pens, foolscaps, notebooks.

#### **F. ENGINEERING AND GENERAL AGRICULTURE STUDENTS (DIPLOMA, CRAFT AND ARTISAN)**

- i) Exercise books(A4) : i) Artisan = 6, Craft = 13, Diploma= 12
- ii) Biro Pens
- iii) Dust coat/ Overall(Navy Blue for Engineering /Green for Agriculture)
- iv) T-square 75cm and above.
- v) Set squares(30° - 60° and 45° - 45°)
- vi) Drawing set (Complete) e.g. Rodring/ Staedtler
- vii) Scientific calculator(82fx)
- viii) Drawing pencils i.e. HB,2H (Clutch pencil)
- ix) Gum boots. For Agriculture, Plumbing, Building and Construction
- x) SMP Table.
- xi) SCIENTIFIC CALCULATORS

## G. SECRETARIAL STUDIES

- i. 8 Exercise book(A4)
- ii. Biro pens.
- iii. Shorthand textbook.
- iv. 5 Notebooks – A5
- v. 4HB pencils for drilling shorthand.
- vi. Shorthand dictionary.

- (xii) Needle Clamp for Domestic manual machine and Electrical Machine
- (xiii) Clip board
- (xiv) Dressmaking pins
- (xv) Dust coat (sky blue)
- (xvi) Scale ruler
- (xvii) Spring files – 3 pieces
- (xviii) Industrial cloves
- (xix) Mouth masks (white)

## H. FASHION DESIGN AND GARMENT MAKING TECHNOLOGY

### Text books

- ❖ Metric pattern drafting ladies (by Winfred Aldrich)
- ❖ Metric pattern drafting children (by Winfred Aldrich)
- ❖ Metric pattern drafting Gents (by Winfred Aldrich)

### Stationary

1. Plain paper (2 Reams) A4
2. Ruled papers fool scalp A4 (1 Ream)
3. Pencils HB, 2H, 4H
4. Exercise books A4 200 pages
  - (i) Squared – 1(ii) Ruled – 6 (iii) A3 Drawing book – 2
  - (ii) A set of French curves
  - (iii) Mathematical Geometrical set
  - (iv) Fabric cutting shears
  - (v) Paper cutting scissors
  - (vi) Dress making tape measure
  - (vii) Assorted hand making needles
  - (viii) Assorted machine needles size 12, 14, and 16 (both flat and round)
  - (ix) Ruler 30cm (transparent)
  - (x) Drawing set square (big) 30° x 60°
  - (xi) Bobbin and bobbin case for Electrical machine and domestic manual machine

### FOOD AND BEVERAGE

1. White Chef's Jacket
2. White Apron
3. Black Trouser/Skirt
4. White Shirt
5. Recipe Cards
6. Black Flat Leather Shoes
7. Black Bow Tie
8. Kitchen Towel

## I. HAIR DRESSING & BEUTY THERAPY

1. 10 towel (two black) other different colors.
2. Afro comb, be in one comb, tail comb, rake comb and blow drying
3. Set of manic ore
4. Set of pedicures
5. Hair food
6. Styling gel
7. Relaxer and neutralizer
8. Apron (purple in color)
9. Gloves
10. Massage oil
11. Apricot scrubber
12. spirit
13. Nail vanish polishes
14. Facial makeup
15. Cleansing
16. Tonner
17. Cotton wool
18. Shower cap
19. A braids (black in color)

9. Hand Towel
10. Glass Cloth
11. White Chef's Hat
12. Head Scarf
13. Wine Opener
14. Note Book/Order Book
15. Name Tag
16. Black Half Coat
17. Practical Crockery

## ZIWA TECHNICAL TRAINING

### INSTITUTE

#### STUDENT REGULATIONS (2020)

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- a) Adherence to Covid-19 pandemic containment measures is a must for all students' health safety.
- b) Class attendance is compulsory and Punctuality is essential. All assignments, CATS and Exams **MUST** be done as required.
- c) All students are expected to maintain high **ACADEMIC STANDARD** throughout the course. Supplementary examinations are a **MUST** for students who perform poorly in **COLLEGE EXAMS**. For students who persistently perform poorly the **ACADEMIC BOARD** may recommend for his/her discontinuation forthwith.
- d) Students should observe personal hygiene and dress neatly. Students will attend to cleanliness requirements in classrooms, Hostels, and dining hall. They are further expected to keep the compound neat and tidy.
- e) Smoking and drinking is prohibited in the institute. Disciplinary action shall be taken against students found smoking or under the influence of alcohol.
- f) Handling, possession, and consumption of addictive drugs is prohibited in the institute and is a criminal offence punishable by law.
- g) Respect and care of institutional property is important. Students will have to account for any losses/damages.
- h) The following areas are out of bound to any students unless they have prior permission:
  - **Staff Quarters**                      - **Institute farm**
  - **Kitchen**                                - **Staff-room**
- i) The institute does not offer **special diet**. Meals will be served on cafeteria service basis and during the specified times. Meals shall be taken in the dining hall.
- j) All visitors to the students should report to the Dean of student's office first. They **MUST** leave the compound by 6:00 p.m.  
Visitors are not allowed in the student hostels.
- k) Female students are not allowed in the male students hostels **WHATSOEVER**, likewise male students are not allowed in the female students hostels **WHATSOEVER**.
- l) Each student shall seek to observe, respect, and promote rights and fundamental freedom, and exhibit responsible behavior to all staff, visitors and colleagues. Problems if any shall be solved through the proper laid down channels (Offices). Participation in **illegal meetings and processions can lead to expulsion**.
- m) No student shall be discriminated against directly or indirectly on grounds of race, gender, ethnic or social origin, colour, disability, religion or tribe.
- n) Pregnancy is **NOT** allowed during course work. Any female student with pregnancy shall be required to defer her coursework as per the institutes' academic policy.
- o) Abortion is **NOT** permitted and any student found to have procured or attempted to procure an abortion shall be handed over to the law enforcing agencies.
- p) In the event of a breach of any of the above regulations, the **DISCIPLINARY COMMITTEE** may give the student a verbal/ written warning or suspension letter from the institute. The committee can also recommend for the expulsion of a student. Once suspended, the student will be expected to leave the compound immediately and stay away until he/she receives official communication.

- q) On returning back, such students **MUST** appear before the **DISCIPLINARY COMMITTEE** of the institute accompanied by a registered parent/guardian.
- r) For change of course, permission **MUST** be obtained from the **REGISTRAR**, and it is possible only when he/she meets the requirements and other factors will as well be considered e.g. vacancies in the desired course etc.

**LETTER OF ACCEPTANCE AND DECLARATION BY THE STUDENT**

Dear sir,

This is to confirm that **I DO ACCEPT** the offer and **I PROMISE TO ABIDE** by the rules and regulations governing the conduct and discipline of the students of Ziwa T.T.I.

I do hereby undertake to **COMPLETE THE COURSE** for which I have been accepted **WITHIN THE STIPULATED DURATION** unless I am discontinued by the institute management.

Name of student.....

signature of student.....

Date..... Telephone/Mobile No.....

Name of parent / guardian (Witness).....

Signature of Parent/Guardian.....

Date..... Parent/Guardian

Tel./Mobile No.....



## APPENDIX I

### DECLARATION

I ..... ID NO. ....

Declare that I have read the regulations governing the institution, conduct and discipline of students at Ziwa Technical Training Institute and understood their contents and meaning and undertake to abide by them.

Signed ..... Date .....

Registration no. ....

Department admitted to .....

Course ..... Year .....

Witness (parent/guardian/sponsor) specify with a tick.

Name ..... ID NO. ....

.Address ..... Town ..... Tel .....

### NOTES:

**Account No. 1236084373, KCB Eldoret Branch**

Full term's fee **MUST BE PAID** on reporting.

1. **EXCESS PAYMENTS** of fees **WILL NOT BE REFUNDED** but will offset to the next term's fees.
2. Pay your fees directly to the relevant Account (As per the admission letter) at **CO-OPERATIVE BANK OF KENYA**, Eldoret Branch and deposit copy of your pay-in slip at our cashier's office (Student Finance) for receipting.
3. Alternatively, pay by **BANKERS CHEQUE** or **MONEY ORDER** at the Accounts office.
4. **CASH** or **PERSONAL CHEQUES** will **NOT** be accepted under any circumstances.

Mr. Rotich

**REGISTRAR**

**For:CHIEF**

**PRINCIPAL**