



ADMISSION LETTER.

Dear **Admission No.**

I am happy to inform you that you have been admitted to pursue

.....
The reporting date is.....but not later than.....following your placement, you are eligible to apply for government Scholarship, Loan and Bursary to assist you with your educational expenses. If you require Government financial support, you **MUST** make an application for consideration through the official Scholarship and Loan application portal www.hef.co.ke. If Government Scholarship, Loan and Bursary will not be sufficient to cover the entire cost of your programme then the remaining fee balance will be the responsibility of your parent /guardian.

You're required to present your original academic certificates for verification during admission.

All students to submit the following documents during registration (**Mandatory**):

- i. A medical examination report from a qualified practitioner using the attached sheet.
- ii. Two recent passport size photographs.
- iii. Photo-copies of national I.D. card,
- iv. All academic and school leaving certificates.

Other requirements

- i. Sufficient Stationery including
 - 4 spring files
 - One ream of printing papers
- ii. Scientific calculatorfx 82.

NOTE: The institution does not offer boarding. Rental facilities are available and applicants are encouraged to liaise with the college to make early booking.

All trainees are required to abide by the stipulated college rules, regulations and policies which will be issued to you on admission.

N/B: Self sponsored students will be eligible to apply for the Government Loan (HELB) only.

FEES STRUCTURE AND MODE OF PAYMENT

Annual fees per student will be **Ksh. 67,189** which will be funded through Government Scholarship, HELB student's loan and parent/Guardian direct payment.

Ksh. 2,000 will be charged on admission to cater for caution money, registration fees and students ID.

Ksh. 3,000 will be charged as attachment and supervision fees which will be paid when the students will be proceeding to attachment at the end of the module.

All payment will be made through the following modes:

- (i) M-PESA Using Pay bill Number: **522123** and Account Number **27522k first name of student and Admission Number e.g. 27522kvictor 001**
- (ii) Direct to Bank Account below.
Account Name: Moiben Technical and Vocational College
Bank Account Details: 1216740445(KCB BANK)

ACCEPTANCE AND DECLARATION BY THE STUDENT

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 Moiben TVC.

I do hereby undertake to **COMPLETE THE COURSE** for which I have accepted **WITHIN THE STIPULATED DURATION**.

Name of student..... Signature of student.....

Date.....Telephone Number.....

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

Signature of parent/guardian..... Date.....

Parent/Guardian's Telephone Number.....

(FOR OFFICIAL USE)

Name of the Receiving officer _____ date _____

Signature_____

MOIBEN TECHNICAL AND VOCATIONAL COLLEGE

MEDICAL EXAMINATION CERTIFICATE

Note: This form must be completed by a registered doctor.

1	Eyes and vision a. Unaided Right – left b. Aided right – Left c. Color blind d. Visual field	
2	Pregnancy Test	
3	Test for Venereal Diseases	
4	Nose and throat a. In nasal breathing habitual b. Adenoids	
5	Mouth and teeth	
6	Ears, Hearing, voice - Right - Left	
7	Glands in the neck	
8	Chest, heart With special reference to any tubercular tendencies	
9	Spinal column	
10	a. Urine b. Faeces	
11	Spleen liver, Piles and varicose veins	
12	Any other weakness, defect or diseases e.g. Defects of speech, local twitching or spasm, chorea or other nervous disorder.	
13	General observation If care desirable in any special direction, please give particulars	

Signature of registered medical practitioner

Address.....Rubber Stamp/date.....