



ADM/F20

MINISTRY OF EDUCATION

STATE DEPARTMENT OF TECHNICAL VOCATIONAL EDUCATION & TRAINING

MATHENGE TECHNICAL TRAINING INSTITUTE



P. O. Box 665, 10106, OTHAYA.

TEL: 0725-737174 /0724-626334

E -mail: info@mathengetti.ac.ke or mathengetechnicalinstitute@gmail.com

Website. www.mathengetti.ac.ke

Vision: To be a Centre of Excellence in Scientific, Technological Training and Innovation.

Mission: To Produce Graduates Capable of Integrating the Acquired Scientific and Technological Skills in Innovative Nation Building

ADMISSION FORM

FORM S/NO: **ADM. NO.** **DATE:**

NAME:

SURNAME

FISRT NAME

LAST NAME

INTAKE:..... **SEPTEMBER 2024**

COURSE:

DEPARTMENT:

COURSE DURATION:

REPORTING DATE: -----

MOBILE No:

Following your application for a Course in Mathenge Technical Training Institute, I am glad to inform you that you were successful and have been admitted to undertake the above Course.

Please report for admission between 8.00 a.m.-5.00 p.m.

REQUIREMENTS FOR ADMISSION

On reporting for admission, please carry the following documents;

1. Course Application letter,
2. Original and a copy of Admission letter
3. 2 recent colored passport size photographs,
4. Original and 2 copies of national Identification Card
5. Original and 2 copies each of KCSE & KCPE result slips
6. Original and 2 copies of School leaving certificate
7. Original and 2 Copies of birth certificate
8. Fees deposit pay in slip

NB: *You must report for registration within the **FIRST TWO WEEKS** of the reporting date.*

FEES PAYMENT INFORMATION

a) All fees payable (*Fees structure attached*) to the Institute is to be paid on the reporting/opening day of the term. Fees payable should be made through direct deposit to the Institute's account.

b) Government Scholarship and Bursary

Following your placement to this institution you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your program the deficit will be met by your parent or guardian.

A/C No. 110 153 9992 KCB OTHAYA Branch or in form of a BANKER'S CHEQUE.

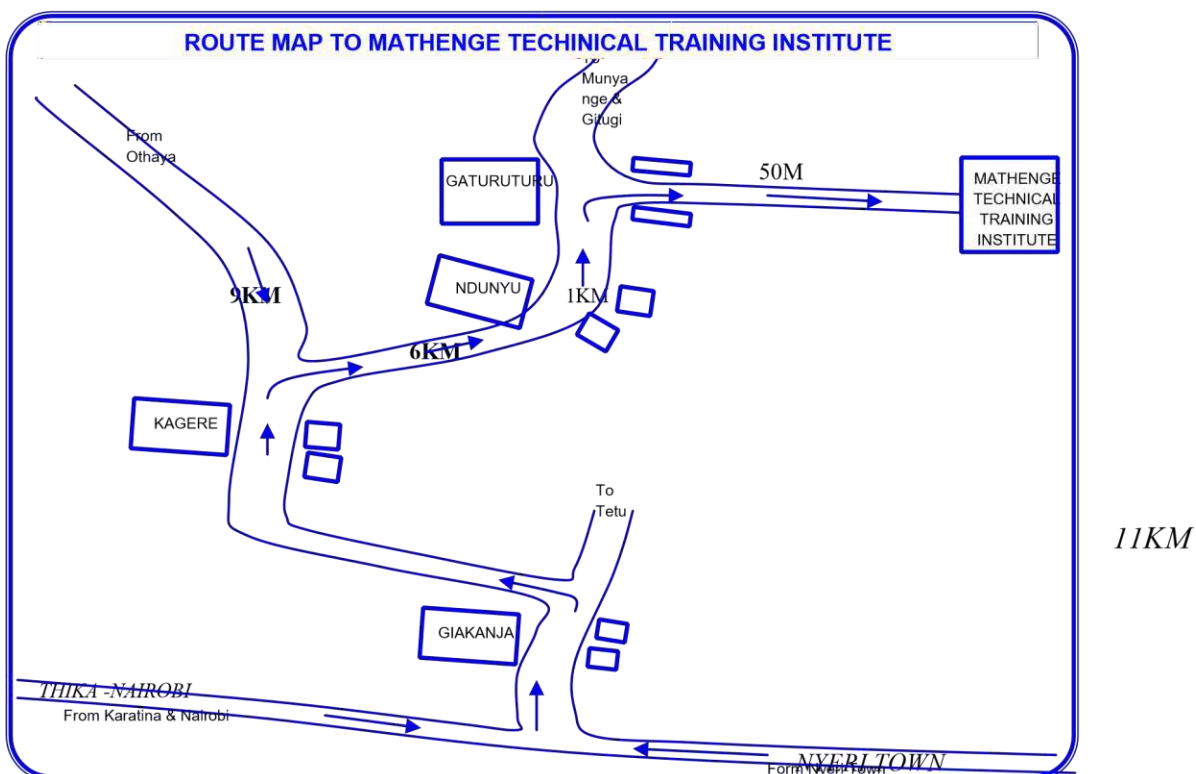
NB. Personal cheques, money orders and cash will not be accepted.

LOCATION OF MATHENGE TECHNICAL TRAINING INSTITUTE

The Institute is located in Mahiga location, Nyeri south Sub County (*Othaya*), Nyeri County, 6.5 Kms -off the Nyeri- Othaya Road

Use the map and coordinates as indicated below:

(0° 30' 30.57" S ,36° 53' 30.90" E)



COURSE REQUIREMENTS

The trainees are advised to buy enough stationery e.g. notebooks, exercise books or foolscaps, relevant textbooks, training tools and equipment for the course admitted as per the departmental requirement list provided.

INDUSTRIAL ATTACHMENT

Trainees are required to go for attachment at least once within the duration of the course to gain experience in the relevant industries.

INSTITUTES RULES AND REGULATIONS

All trainees are required to familiarize themselves with the basic rules and regulations to be observed by all students in the Institute. Failure to adhere to rules and regulations will lead to appropriate disciplinary action being taken.

CO-CURRICULAR ACTIVITIES

The Institute encourages trainees to fully participate in co-curricular activities. There are various clubs and societies and students are encouraged to belong to one or more clubs and societies.

There are also opportunities for trainees to participate in sporting activities in the Institute. For effective participation in sporting activities trainees are encouraged to bring with them appropriate games uniform.

TRAINEES' LEADERSHIP

There is an active Students' Council whose officials (Ministers) are democratically elected. The ministers play a major role in the students' welfare and representation.

EXAMINATIONS

External examinations are set by the Kenya National Examinations Council (KNEC), National Industrial Training Authority (NITA), Curriculum Development Assessment and Accreditation Council (CDACC) among other recognized examination and assessment bodies. Internal examinations are administered by the Institute for which internal transcripts are issued. Examination registration fee is charged as per the examination body regulations.

MEDICAL CERTIFICATE

A blank form for medical examination is enclosed. Please bring it on admission duly filled by a Government Medical Officer of Health (MoH) to certify your health status.

STUDENTS PERSONAL DETAIL AND DECLARATION FORM

A blank form for trainees' personal details is enclosed. Please read it thoroughly and fill it as comprehensively as possible. Sign the relevant areas accordingly.



MATHENGE TECHNICAL TRAINING INSTITUTE
TRAINEE PERSONAL DETAILS AND DECLARATION FORM



(Fill and sign this form before admission)

1. PERSONAL INFORMATION

Full Names GENDER: *Male* [] *Female* []

County.....Sub-County.....Location.....Village.....

Date of Birth I.D. No.

Mobile Number: Religion/Denomination:

Email Address.....

Do you have any form of disability? YES NO (tick appropriately)

If **YES**, please indicate the nature of disability

(Kindly note that the information on the nature of disability will not be used to discriminate against any of the trainees)

1. FATHER'S DETAILS

Fathers Name: I.D. No.

Mobile Number: Address:

Occupation:

2. MOTHER'S DETAILS

Mother's Name: I.D. No.

Mobile Number: Address:

Occupation:

3. GUARDIAN/SPONSOR'S DETAILS

Guardian's Name: I.D. No.

Mobile Number: Address:

Relationship.....

4. THE PERSON RESPONSIBLE FOR PAYING FEES:

Name: Mobile Number:

Address: Relationship

5. SIBLINGS DETAILS

Please provide the names of siblings (Brothers and Sisters), and their engagement/occupation (either in school or working). Indicate where.

Name	Brother/Sister	Occupation/Engagements	Phone No.
1.	[]	[]
2.	[]	[]
3.	[]	[]
4.	[]	[]
5.	[]	[]

6. HOME DETAILS

County.....sub county.....
 Ward..... Chiefs Name
 Village: Assistant Chiefs Name
 Nearest School/Shopping Centre/Church etc. to your home:

7. QUALIFICATIONS

Last School/Institution attended

KCPE Full Index Number

Year CompletedKCPE Marks Attained.....

KCSE Full Index NumberYear Completed.....

KCSE Grade attained.....

Other Relevant Qualifications

(Please attach a copy of leaving certificate and result slip)

8. FOR STUDENTS PROGRESSING TO NEXT MODULES/LEVELS/TRANSFERS

Last Institution attended

Course.....Level/Module Completed.....

Grade Attained Year of completion

Other Relevant Qualifications

(Please attach copies of course result slips)

9. DECLARATION:

I..... ID. No.....declare that; the information given above is correct to the best of my knowledge; I have read and understood the Institute's rules and regulations, and I agree to abide to them.

If admitted I will work hard and never participate in any illegal activities;

Signature Date

10. PARENT'S/GUARDIANS COMMITMENT

I..... ID. No.....

Promise to support Mathenge Technical Training Institute to achieve its goals, and I will always meet my financial obligation to the Institute.

Signature Date

FOR OFFICIAL USE ONLY:

HEAD OF DEPARTMENT'S APPROVAL

The applicant has met departmental requirements for admission to the course applied for.
(Tick appropriately)

Yes

No

Name of the H.O.D Sign & stamp.....Date

REGISTRAR'S APPROVAL

Action to be taken (**Tick appropriately**)

Admit

Reject

Registrar's Signature Date..... Stamp

PRINCIPAL'S REMARKS

Congratulations for choosing Mathenge Technical Training Institute. We look forward to meeting you on the above specified admission date and wish you a successful stay at Mathenge Technical Training Institute. To be successful you must be self-disciplined, determined, dedicated, devoted, and hardworking in all aspects and in all units relevant to the course selected. Let the Institutes' motto. **"Excel in Scientific and Technological Innovations"** evoke the required commitment for the end results expected



MICHAEL G. NJUNGU
CHIEF PRINCIPAL



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CERTIFICATE OF MEDICAL EXAMINATION

1. Name of Candidate Date of Birth

2. Areas to be examined medically

Vision.....

Hearing

Speech

Posture

Physical defects/deformities, if any.....

Symptoms of any infectious disease

3. CERTIFICATE

I, Doctor.....have
this date.....Examined

and found her/him, fit/not fit for training in the course as a

Signature

Designation

Address

Date

(OFFICIAL STAMP OF M.O.H.)

MATHENGE TECHNICAL TRAINING INSTITUTE
TERMLY FEES DISTRIBUTION- W.E.F. 1 ST SEPTEMBER 2023

VOTE HEAD	TERM I	TERM II	TERM III	ANNUAL FEES
	Ksh.	Ksh.	Ksh.	Ksh.
Tuition Fees	8,000.00	6,000.00	4,000.00	18,000.00
Personal emoluments (P.E.)	7,960.00	5,450.00	3,600.00	17,010.00
Local traveling and transport (L.T. & T.)	1,500.00	900.00	600.00	3,000.00
Repairs, maintenance & improvements (RMI)	750.00	450.00	300.00	1,500.00
Insurance	150.00	90.00	60.00	300.00
Contingencies	350.00	210.00	140.00	700.00
Electricity, Water & Conservancy (E.W.C.)	1,500.00	900.00	600.00	3,000.00
Activity Fund	1,650.00	990.00	660.00	3,300.00
Development	2,000.00	1,740.00	1,200.00	4,940.00
Stationery, Equipment & Stores (SES)	710.00	710.00	520.00	1,940.00
Industrial Attachment	500.00	300.00	200.00	1,000.00
Exam & Training materials	8,000.00	2,700.00	1,800.00	12,500.00
	33,070.00	20,440.00	13,680.00	67,190.00
Other Charges				
Student ID Card	600.00			600.00
Caution Money	500.00			500.00
Students Welfare	200.00	200.00	200.00	600.00
TOTALS	34,370.00	20,640.00	13,880.00	68,890.00

MEALS

The Institute operates a **Pay As You Eat Policy**. Parents are advised to provide students with enough money to buy meals from the Institute's kitchen.

ACCOMMODATION

Trainees who would need accommodation will be required to pay an additional **KSH. 4,500** (i.e. KSH. 1,500 per month) as Hostel fee per term subject to the following:

- i. Trainees wishing to be considered for allocation of accommodation **MUST** have cleared the tuition fees in **FULL**.
- ii. Before payment of the accommodation fees, one must **FIRST** confirm availability of a room. **HOSTEL FEES ONCE PAID WILL NOT BE REFUNDED.**
- iii. Room allocation will be done on **FIRST COMES FIRST SERVED BASIS** depending on room availability.
- iv. The Institute provides a bed only hence boarders are required to bring the following:
 - A pair of bedsheets
 - A pillow and pillow case
 - At least 3 blankets
 - A plate, spoon and cup
 - Personal effects e.g. soap, detergent, basin/buckets, etc.
 - Mattress

NOTE I:

ALL TRAINEES WITH SPECIAL NEEDS ARE ADVISED TO REGISTER WITH THE DEAN OF STUDENTS, AT LEAST ONE WEEK BEFORE THE OPENING DATE, WITH SUFFICIENT EVIDENCE FOR CONSIDERATION.

NOTE II:

1. **ALL FEES PAYABLE TO THE INSTITUTE MUST BE PAID ON OR BEFORE THE REPORTING/OPENING DAY OF THE TERM.**
2. **FEES ONCE PAID IS NOT REFUNDABLE; OVERPAID FEES IS CARRIED FORWARD TO SUBSEQUENT TERM(S).**

MICHAEL G. NJUNGU
CHIEF PRINCIPAL/SECRETARY, BOG