

KOSHIN TECHNICAL TRAINING INSTITUTE

MARURA-SEKO ROAD,
OFF ELDORET-ITEN ROAD
P.O Box 4040-30100 Eldoret



TEL: +254 795 811170
Email address: koshintti@gmail.com

KTTI/REG/F02

Date:.....

Ref No. KTTI/APP/.....

Mr/Mrs/Miss

.....
.....

RE: OFFER OF ADMISSION

I am pleased to inform you that your application for your preferred course has been successful. You have been offered an opportunity to train in the

.....
Study of the course starts on..... and the last registration date will be on.....

You must complete your registration and pay fees for this course before the last registration date. Your chance to train at KTTI will be offered to other qualified candidates if you do not register by the last registration date.

1. ADMISSION REQUIREMENT

You are required to present the following for registration

1. letter of offer
2. Evidence of fee payment
3. originals and Certified copies by(commissioners of oaths) / or certified at collection point in schools of:
 - a) **Identification Card**
 - b) **Academic Certificates**
 - c) **School leaving certificates**
 - d) **Birth certificate**
4. Two recently taken Passport size photographs
5. Duly filled-in medical Form by Registered Medical Practitioner.
6. Trainees Personal detail form fully filled-in and signed by BOTH the applicant and Parent/Guardian.
7. Two ream of Printing papers (Type: Paper One (**Mandatory**))

8. Writing materials

9. 2. Spring files (mandatory)

2. COLLEGE FEES

Fees to be paid by Banker's Cheque. Money order or by Deposit in any KCB Bank LTD: A/C No. **1203016522** Eldoret Branch Cash payment will **NOT** be accepted

NB: you can apply for Government funding and HELB loan through: www.hef.co.ke ,also source out for bursaries .

3. ACCOMODATION

Ladies' hostel is available at Ksh 4000 per term .Other students shall be assisted to seek accommodation Which are is safe , neat and affordable around the institute .

4. DEPARTMENTAL REQUIREMENTS

Specific requirements for training in various departments are indicated in **appendix I** (see back pages)

5. STATIONERY

All students are required to purchase their own stationery that includes: Exercise books, pens, Notebooks, spring files, foolscaps among others.

6 GAMES

Trainees are expected to have suitable sports attire during games time. Sporting activities include Football, Netball, Volleyball and Athletics.

7 CHANGE OF COURSE

Trainees who wish to change their courses upon admission should do so within 21 days from the date of admission.

8. DEFERMENT

Trainees who wish to start their classes in the next intake are advised to visit the institute and fill deferment form at the registry.

I take this opportunity to congratulate you for qualifying for admission to study at Koshin Technical Training Institute.

Yours faithfully,

Mrs. Zipporah Kutoh
Principal/BOG Secretary
Koshin Technical Training Institute

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KTTI/REG/F 03

TRAINEES PERSONAL DETAILS

Information in this form is intended to help the administration understand the TRAINEES better for purposes of improving trainees' welfare while at KTTI.

1. Full Name Mr./ Mrs/ Miss/M/s _____
Surname First name Middle name

2. National ID No.

3. Admission Number

4. Course of Study

5. Date of birth Date Month Year

6. Religion (tick)
a) Protestant b) Catholic
c) Muslim Others

7. Are you living with any Disability (YES/NO) , if YES attach evidence.....(eg PWD no.)

8. Do you have any medical cover (YES/NO), If yes attach evidence eg (nhif Card)

9. Nationality

10. Mobile number Email address

11. Home contact address (where you can be contacted during vacations)
P.O Box Code Town

Ward Location

Sub county

County

12. Academic qualifications

| Institution attended | Name of Institution | From (Year) | To (Year) | Qualification | Index Number |
|----------------------|---------------------|-------------|-----------|---------------|--------------|
| Primary | | | | | |
| Secondary | | | | | |
| College | | | | | |

(Attach copies of the relevant certificates, TWO recent passport size photographs, copy of National Identification Card and Birth certificate, application fee receipts and any other relevant testimonial(s))

Hobbies/favorite sport(s)

.....
.....

Other previous responsibilities /achievements (eg) in leadership or sports.....

13. Marital status Single Married

i) If married name/address/contact of spouse _____

ii) Full names of parent/Guardian _____
Address _____ code _____ town _____
Mobile number _____ Email address _____

| | Parents name | Alive | Deceased |
|--------|--------------|-------|----------|
| Father | | | |
| Mother | | | |

Occupation of Parents/Guardian _____ ID NO. _____

14. Name of next of kin _____ ID NO. _____
Address _____ code _____ town _____
Tel _____ Email address _____

15. Give names and address of TWO persons who can be contacted in case of emergency

i) Name _____ Relationship _____
Address _____ Code _____ Town _____
Tel _____ Email address _____

ii) Name _____ Relationship _____
Address _____ Code _____ Town _____
Tel: _____ Email address _____

16. Person responsible for fee payment

Name: _____ ID No. _____ Tel No. _____
Address _____ Code _____ Town _____

DECLARATION BY STUDENT

I certify/declare that the information provided is correct to the best of my knowledge

Student's Signature _____

Date _____

DECLARATION BY PARENTS/GUARDIAN

If my son/daughter has to have hospital treatment, I am prepared to pay the hospital charges. I wish him/her to be admitted in _____ hospital

Parent/Guardian name _____

Signature _____

Date _____

FOR OFFICIAL USE ONLY

| DATE RECEIVED | SELECTION DATE | APPLICATION RECEIPT | SELECTED | REJECTED | PENDING |
|---------------|----------------|---------------------|----------|----------|---------|
| | | | | | |

If rejected; - Reason for rejection.....

Signature.....

Date.....

Application number.....



KOSHIN TECHNICAL TRAINING INSTITUTE

P.O. BOX 4040 – 30100 ELDORET.

KTTI/AC/REG/F 04

MEDICAL EXAMINATION FORM

NOTE: Applicants for entry to the college must get this form completely filled by a registered Doctor.
PAYMENTS FOR EXAMINATION & TREATMENT IS THE RESPONSIBILITY OF THE APPLICANT.

NAME: _____ COUNTY _____

| | | |
|-----|--|--|
| 1. | Eye and vision: Unaided right-left? Aided right-left? Colour blind Visual field | |
| 2. | Nose & Throat: Is nasal breathing habitual? Adenoids? | |
| 3 | Ears: Hearing voice – Right? _Left | |
| 4 | Mouth and Teeth | |
| 5 | Glands in the neck | |
| 6. | Chest– Heart with special reference to any tubercular cadencies | |
| 7. | Spinal cord | |
| 8. | a) Urine b) stool | |
| 9. | Spleen- liver Files & varicose veins | |
| 10. | Any special weakness, defect or disease e.g defects of speech, or other nervous disorders. Veneral disease or rheumatic Tendency. | |
| 11. | General observations. If special care is in any special direction, please give Particulars. | |

HOSPITAL TREATMENT Please note that the medical fees do not cover medical treatment.

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KTTI/REG/F 06

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES OF KOSHIN TECHNICAL TRAINING INSTITUTE (KTTI)

I) PREAMBLE

1. These rules and regulations are made with the sole purpose to provide for the control, governance and administration of KTTI. To achieve this goal, all trainees must abide by these rules and regulations for the well-being of KTTI community, peaceful co-existence and attainment of academic objectives.
2. The regulations shall be binding upon registration of every student of KTTI and so long as such a student remains registered.
3. For purposes of these regulations the term “student” means and includes
 - a) Any person who has been formally admitted to a course of study for a certificate or diploma within the institute.
 - b) Any other person who is determined to be a student by the relevant authority.
4. Every student shall, before he/she is registered be required to read these regulations and to sign a declaration appended hereunder that he/she has read and understood the contents and that he/she undertakes to be bound thereby.

II) THE CONDUCT OF TRAINEES

The following provisions shall apply with respect to the conduct of trainees within and so far as is applicable outside the KTTI precincts.

a) GENERAL CONDUCT

- i) Every trainee shall respect the rights and privileges of other TRAINEES, teaching and non-teaching staff.
- ii) All trainees shall refrain from all acts of violence, hooliganism, unruly or rowdy behavior or any conduct likely to cause a breach of peace and disturbance to others within or outside the institute.
- iii) Trainees shall wear acceptable and appropriate attire at all times and in particular while attending lectures and practical's or other institutes functions. All trainees must keep themselves neat and tidy at all times. All dressing **MUST** be decent.
- iv) All waste materials **MUST** be disposed of in appropriate dustbins
- v) No trainee is allowed to misuse the institutes' facilities, for instance:-

- Tapping power from unauthorized source
 - Entry and exit through windows
 - Vandalism of any institutes' property and any other person's property such as;-
 - Tempering with firefighting appliances whenever installed but shall use such appliances for firefighting purposes only. A trainee or group of trainees who misuse or will fully cause damages to or destructions of institutes' property shall bear full responsibility thereof.
 - Use of institutes' telephone, printing or mailing facility for unauthorized purposes.
- vi) No trainee shall remove furniture or equipment from rooms/ buildings in which it is meant to be used without written permission from relevant authority.
- vii) No trainee shall temper with official documents that may come into their possession by any means whatsoever.
- viii) All classrooms, halls, workshops, laboratories, restaurants etc. must be kept clean and tidy at all times.
- ix) Trainees are not allowed to receive visitors or telephone calls during class hours. In particular, all cell phone must be switched off during lectures.
- x) Trainees visitors are not allowed in the compound between 6:00 pm and 6:00am (i.e night hours)
- xi) All vehicles should be parked in the visitor's car park. No vehicle should be parked in classroom or workshop areas.
- xii) All trainees should refrain from and/or avoid such drunkenness or drunken behaviors as would constitute a disturbance to other trainees and staff of the institute.
- xiii) Trainees should desist from drugs abuse and totally refrain from the use of drugs, the possession and use of which is prohibited by law.
- xiv) Any student involved directly in alcohol or use (being drunk and disorderly) or trafficking of drugs will be expelled from the institute and handed over to the law enforcement agency for legal action, where appropriate.
- xv) Trainees should refrain from creating noise that may cause disturbance or annoyance to the institutes' community.
- xvi) No student should possess keys to rooms or buildings on the institute other than those obtained through official channel.
- xvii) It is the responsibility of the trainee to adhere to all regulations governing training as far as workshops or laboratories are concerned and as specified by the Factory Act and all other Acts and regulations that may come into force from time to time.

b) **ACADEMIC CONDUCT**

- i) All trainees must attend all lectures, practical and other scheduled courses for instructions unless officially exempted.
- ii) In case of absence from class for good cause e.g illness, such absence must be authorized by the head of department on production of certified evidence e.g a medical certificate.

- iii) All trainees must refrain from any conduct whose object or logical consequence is to disrupt the operation of academic activities in the institute.
- iv) The trainees should not engage in cheating, stealing or any other examination irregularity which undermine the academic standing of the institute.
- v) All trainees to abide by all other regulations made on the departments and sections for proper conduct of specific courses.
- vi) No trainees should possess unauthorized material during test and examinations.
- vii) All trainees must abide by rules and regulations of internal examinations and external examination bodies such as CDACC, KNEC, and KASNEB etc. No candidate is allowed to be in possession of a cell phone in any examination.

DECLARATION BY THE STUDENT

1. I declare that I have read and understood the Rules and Regulations governing my conduct and discipline while at KTTI and I undertake to be bound thereof.
2. I accept to abide by these rules and regulations in totality and other regulations made from time to time by authorized officers of the institute for good order and governance of the institute.

Name _____ Adm. No. _____

Signature _____ Date _____

Witness (Parent/Guardian)

Name _____ Signature _____ Date _____

APPENDIX I

REQUIREMENTS FOR VARIOUS COURSES

A) FOOD AND BEVERAGE TRAINEES

PRODUCTION

1. Checked white and black trouser /skirt
2. Black closed leather shoes (flat sole)
3. Chef's hat
4. 2 kitchen clothes / 2 towels
5. Scarf (red)
6. Chef's Jacket (white double breast
7. Recipe cards

TEXT BOOKS

1. Practical cookery book by David Foskett 13th Edition
2. Practical cookery by Fosket
3. food and beverage by Kottas
4. food and nutrition by Anitull

TEXT BOOKS

- Food and beverage service 10th Edition by John cousins, Dennis Lillicrap and Suzanne weeks.

TRADE PRACTICE REQUIREMENTS

- Overall or dust coat (preferably grey)
- Safety boots (or closed leather shoes)
- Safety helmet (preferably yellow in color) – for those doing Building & Civil Engineering, electrical and Electronics Engineering

B) HAIR DRESSING AND BEAUTY THERAPY

- 1 Apron -Purple
- Combs – 3 In 1, Afro comb, Tail Comb(assorted combs)
- Two Counter Books / A4 size exercise books
- One Dummy
- One Hair Food
- Hair Pins/ hair setting pins
- Rollers (medium two packets)
- Threads And Needle – (Black)
- 2 large Towels, 4 medium towels
- 2 face towels
- Ear pad
- Blow dry combs (1 large , 1 small)

(C) REQUIREMENTS FOR BUILDING. CIVIL & PLUMBING TRAINEES

Technical Drawing instruments:

- T- square (clear plastic material)
- Complete technical drawing set
- Set squares; 45° and 30°/60°
- Masking tape
- Steadler pencils; HB, 2H & 3H
- Steadler eraser
- Pencil sharpener
- A3 drawing Book
- Scientific calculator- Casio Fx- 95ES
- Complete technical drawing set
- Set squares; 45° and 30°/60°
- Masking tape
- Steadler pencils; HB, 2H & 3H
- Steadler eraser
- Pencil sharpener
- A3 drawing Book

(D) REQUIREMENTS FOR ELECTRICAL AND ELECTRONICS ENGINEERING

TRAINEES.

- Dust coats (blue or navy-blue color)
- Heavy duty boots
- 4-figure mathematical table (SMP)
- Engineering drawing instruments complete (Rotring type)
- T-square, set square 45° , 30° and 60°
- Drawing pencil-HB, 2H and 3H Steadler and pencil sharpener
- Scientific calculator- Casio Fx- 95ES
- Masking tape
- Drawing papers size A3
- 30-centimeter ruler
- White eraser
- Tester/ Multimeter (Digital)
- Set of screw drivers
- Pliers
- Tape measure

(E) REQUIREMENTS FOR SECRETARIAL STUDIES

Text books:

- **Pitman New Era shorthand by:**
Audrey O'ded , Joan Sykes, Julie Watson and Pamela Williams

(F) REQUIREMENTS FOR ICT SUDENTS

- Compact Disk R/W
- Laptops with relevant packages e.g. AutoCAD, QuickBooks, MS Office 2013 and above

(G) REQUIREMENTS FOR AGRICULTURE TRAINEES.

- Dust coats (Jungle green)
- Gum boots
- 4-figure mathematical table (SMP)
- Engineering drawing instruments complete (Rotring type)
- T-square, set square 45⁰, 30⁰ and 60⁰
- Drawing pencil-HB, 2H and 3H Steadler and pencil sharpener
- Scientific calculator- Casio Fx- 95ES
- Masking tape
- Drawing papers size A3
- 30-centimeter ruler
- White eraser

G) REQUIREMENTS FOR FASHION AND DESIGN

- Dust coat (White)
- Tailors tape measure
- A pair of paper scissors
- Fabric cutting scissors
- Seam ripper
- Hand needles
- Technical drawing geometrical set
- Technical drawing set_squares
- Scientific calculator
- Tee square
- Tailors' pins
- Sewing thread
- Tracing wheel
- 2H Pencil
- HB Pencil
- Drawing book A3
- Colored pencil /crayon /water color

Text books:

- Metric pattern drafting Ladies (Winfred Aldrich)
- Metric pattern drafting Children (Winfred Aldrich)
- Metric pattern drafting Gents (Winfred Aldrich)

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KTTI FEES STRUCTURE FOR THE FINANCIAL YEAR 2023/2024

| | ANNUAL FEES | 1ST YEAR | | | 2ND YEAR | | 3 RD YEAR | |
|-------------------------------------|---------------|---------------|---------------|----------|---------------|---------------|----------------------|---------------|
| VOTEHEAD | YEARLY | TERM 1 | TERM 2 | TERM 3 | TERM 1 | TERM 2 | TERM 1 | TERM 2 |
| 1 Tuition | 14,806 | 9,810 | 4,996 | 0 | 9,810 | 4,996 | 9,810 | 4,996 |
| 2 Personal Emolument | 20,620 | 14,720 | 5,900 | 0 | 14,720 | 5,900 | 14,720 | 5,900 |
| 3 Electricity Water And Conservancy | 3,089 | 2,063 | 1,026 | 0 | 2,063 | 1,026 | 2,063 | 1,026 |
| 4 Administration Fee | 3,216 | 1,563 | 1,653 | 0 | 1,563 | 1,653 | 1,563 | 1,653 |
| 5 Local Transport And Travel | 5,719 | 3,125 | 2,094 | 0 | 3,125 | 2,094 | 3,125 | 2,094 |
| 6 R.M.I | 2,307 | 1526 | 780 | 0 | 1526 | 780 | 1526 | 780 |
| 7 Activity Fee | 3,000 | 1,863 | 1,137 | 0 | 1,863 | 1,137 | 1,863 | 1,137 |
| 8 Medical Fees | 890 | 890 | 0 | 0 | 890 | 0 | 890 | 0 |
| 9 Student Union | 1,272 | 1272 | 0 | 0 | 1272 | 0 | 1272 | 0 |
| 10 Ict Fee | 3,152 | 2,063 | 1,589 | 0 | 2,063 | 1,589 | 2,063 | 1,589 |
| 11 Library Fee | 2,688 | 781 | 1,907 | 0 | 781 | 1,907 | 781 | 1,907 |
| 12 Insurance | 2,962 | 1,763 | 1,198 | 0 | 1,763 | 1,198 | 1,763 | 1,198 |
| 13 Industrial Attachment | 3,470 | 1,561 | 1,909 | 0 | 1,561 | 1,909 | 1,561 | 1,909 |
| TOTAL FEES | 67,189 | 43,000 | 24,189 | 0 | 43,000 | 24,189 | 43,000 | 24,189 |

ADDITIONAL INFORMATION

- Fees once paid are neither refundable nor transferable.
- Registration fees
 - Caution Money - 500/-
 - Application fee- 500/-
 - KUCCPS/TVETA Registration fee - 2,000/-
 - Student ID. - 600/-
- Fees are payable through Banker's Cheque, money order, Bank direct deposit to **KENYA COMMERCIAL BANK - ELDORET BRANCH A/C NO. 1203016522**.
- Ensure that name and Admission No. of the student is written at the back of the banking slip/deposit slip.
- Computer Packages is charged at 3,000/=
- TRAINEES are advised to apply for government sponsorship and **HELB** loans through www.hef.ac.ke immediately after getting admission letter
- Visit our website www.koshintti.ac.ke for more information on our courses and application form.

