



THE KITALE NATIONAL POLYTECHNIC
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END OF TERM 3 2021 NEWS LETTER

TO: ALL PARENTS/GUARDIANS/SPONSORS AND TRAINEES

Receive Greetings from Kitale National Polytechnic.

We thank God for his benevolence that has seen us through the 3rd Term of 2021. We thank all the stakeholders who in one way or another contributed to the smooth running of the Term.

1. Term dates Term 1 2022

The term will run from January 10th - 1st April 2022

i. Reporting dates for new trainees

10th January 2022

ii. Reporting dates for continuing trainees

12th & 13th January 2022

2. Fee Payments

- All trainees are required to pay fees upon opening and before proceeding to class.
- All continuing trainees will pay fees to the bank using their admission numbers. Ensure that you write your full admission number e.g. **GA-CGA/25286/21**
- All Fee payments and accommodation should be deposited into the Polytechnic account:
Account name: Kitale National Polytechnic
Absa Bank (formerly Barclays Bank)
Kitale Branch
Account No: **0038219650**
- **Meal payment** should be made through:
Pay Bill No. **277758**. Account Number is Trainee's Admission Number.

3. Activation of MIS system

- To benefit from the Government Capitation, Trainees **must** activate their Management Information System accounts within one week of opening.
Reporting of all continuing trainees will be done through the student's portal so it is **imperative** that all trainees create a student portal account before opening for the term.

4. HELB loan applications

The **HELB** loans application portal is open for first time, second and subsequent loan applications. The closing date is 31st December, 2021. However, to increase your chances of receiving the loan,



you are advised to apply and submit your form by end of 30th November 2021. All trainees with difficulty paying fees are encouraged to apply.

5. **Accommodation.**

- Boarding Space is limited and shall be available on a **FIRST - COME, FIRST - SERVED BASIS**, and upon payment in full, of tuition fees inclusive of boarding.
- Confirm availability of space before making payment at the bank by calling **0720851605** OR **0723379900**. Booking will be done at the Dean's office.
- **All continuing trainees** (2nd and 3rd years) are encouraged to seek alternative accommodation in a **secure** environment outside the campus, as priority will be given to 1st years. The office of the Dean of students will be available to advice on available private hostels.
- Male students are not allowed in the female hotels and vice versa. Contravening this rule will lead to stern disciplinary measures.

6. **Exams**

Internal Exams

- The trainees have written November 2021 end term exams. Confirm this with your son/daughter.
- Supplementary/special exams will be administered during the second week after opening of 1st term 2022. Trainees who fail to sit for end term exams will miss out on course work marks. As a result, the KNEC exam results will be C.R.N.M (course requirement not met).
- Internal exams results for November 2021 will be available in the student portal from 1st January 2022.

External Exams.

- Registration for July 2022 KNEC series exams will take place in February 2022. Please Note that KNEC does not give an allowance for late registration. Therefore, as a parent/guardian, do assist your son/daughter to meet the KNEC timelines.

7. **Theft cases in the Polytechnic**

There has been a phenomenal increase in cases of theft in the hostels. Please note that if any trainee is found guilty of theft, they will be summarily dismissed from the Polytechnic.

8. **Adherence to Covid-19 Protocols**

We wish to reiterate to you our parents/guardians, trainees and the general public of the need to heed to verified reports on COVID -19 virus from the Government of Kenya, Ministry of health and other accredited medical experts.

Visit our website www.kitalenationalpolytechnic.ac.ke for further updates on your Academic Programmes. We shall also use Radio announcements and social media forums of your individual departments and classes to keep you updated.

We wish you a blessed Christmas holiday and a prosperous new year 2022. Stay safe.


AKOLA JOHN OTIENO
PRINCIPAL

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