



THE KITALE NATIONAL POLYTECHNIC

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END OF TERM II, 2023 NEWS LETTER

TO: ALL PARENTS/GUARDIANS/SPONSORS AND TRAINEES

Warm greetings from Kitale National Polytechnic.

We are thankful to God for his protection and sustenance through Term I of 2023. Our gratitude also goes to institution driving school, all the stakeholders who in one way or another contributed to the smooth running of the term.

1. Term Dates for Term 11 2023

The term will run from 8th May, 2023 to 28th July, 2023

Reporting dates

- | | |
|------------------------------|---|
| i. New trainees | 8 th May 2023 in the Dining Hall |
| ii. Trainees from attachment | 10 th May 2023 at the Registry |
| iii. Continuing trainees | 10 th May 2023 Self-Report on the Portal |

Note: Trainees from attachment must present copies of result slips from lower module to the HOD for verification and approval then report to the Registrar Admission's office for registration.

2. Progression from Craft to Diploma

- Trainees progressing from Artisan to Craft or from Craft to Diploma must present lower-level results slips to the HOD for verification and approval then report to the Registrar Admission's Office for registration.
- Trainees progressing from craft to diploma are required to pay to KNEC an exemption fee equivalent to exam fees of module I of their respective course before they can be issued with a certificate for diploma.

3. Commencement of Learning

Learning will begin on 12th May 2023.

4. Fee Payments

- All trainees are required to pay fees 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 School and Accommodation Fees should be deposited into the Polytechnic account:
Account Name: Kitale National Polytechnic
Absa Bank, Kitale Branch
Account No: **0038219655**

5. Activation of MIS system

- It is **mandatory** for all trainees to create a portal account for access to information regarding their academic welfare.
- To benefit from the Government Capitation, Trainees **MUST** activate their Management Information System (Portal) accounts within one week of opening.

6. HELB Loan applications

- All trainees with difficulty paying fees are encouraged to apply for HELB loans

7. Accommodation

- Boarding Space is available upon payment of full tuition fees inclusive of boarding.
- Confirm availability of space before making payment at the bank by calling 0720851605 (Boarding Mistress)
- The office of the Dean of students will be available to advice on secure and available private hostels.
- Male students **are not allowed** in the female hotels **and vice versa**
- Trainees are expected to dress decently at all time.

8. May 2023 Students Elections

- To participate in the forthcoming students' election, one must log into the system within the first week of opening to facilitate printing of the voters register which will be generated from the system.
- Trainees who join political groupings or parties will be disqualified from contesting any leadership position.

6. Exams

a) Internal Exams

- The trainees have written March 2023 end term exams. Confirm this with your son/daughter.
- Supplementary/Special exams will be administered during the second week after opening of term II 2023.

b) External Exams

- Registration for November 2023 KNEC series exams will take place from 5/6/2023 to 30/6/2023. 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

Visit our website: www.kitalenationalpolytechnic.ac.ke and your student portal for further updates on your Academic programs.

We wish you a blessed Easter holiday. Stay safe.

for 



AKOLA JOHN OTIENO
CHIEF PRINCIPAL