



**THE KITALE NATIONAL POLYTECHNIC**  
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**Our Ref:** KNP/ADM/GF/NEWSLETTER/VOL.I

**Date:** 10/05/2025

## **END OF TERM I, 2025 NEWS LETTER**

### **TO: ALL PARENTS/GUARDIANS/SPONSORS AND TRAINEES**

Warm greetings from Kitale National Polytechnic.

For his protection and provision during Term III of 2024, we are grateful to God. We also thank all of the stakeholders who helped make the term run well in one way or another.

#### **1. Term Dates for Term II 2025**

The term will run from 28<sup>th</sup> April, 2025 to July, 2025

##### ***Reporting dates***

- |                              |  |
|------------------------------|--|
| i. New trainees              | <b>28<sup>th</sup> and 29<sup>th</sup> April</b> , 2025 in the science lab.      |
| ii. Trainees from attachment | 30 <sup>th</sup> April to 2 <sup>nd</sup> of may, 2025 at the Registry           |
| iii. Short Courses           | Start on 7 <sup>th</sup> April to 25 <sup>th</sup> April 2025                    |
| iv. Continuing trainees      | 30 <sup>th</sup> April to 2 <sup>nd</sup> of may, 2025 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 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.

#### **3. Commencement of Learning**

- Learning will begin on 5<sup>th</sup> may 2025.

#### **4. Fee Payments**

##### **i. Trainees admitted before September 2023**

Continuing trainees will pay fees due less capitation received from the government. Consequently they are not included in the new funding model.

##### **ii. Trainees admitted after September 2023**

All trainees admitted as from September 2023 to date fall under the new funding model. They are required to apply for scholarship, HELB loan and bursary for government financial support through [www.hef.co.ke](http://www.hef.co.ke). Fees payable per year is Kshs. 67,189 broken down as follows:

<b>Vote Head</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Total</b>
Tuition	15,500	12,100	9,041	36,641
Activity	2,200	1,314	1,00	4,514
Medical/Insurance	1,000	500	500	2,000
Repairs Maintenance	1,500	1,000	757	3,257
Electricity, Water Conservancy	2,000	1,100	849	3,949
Personal Emolument	6,000	3,500	3,379	12,879
Local Transport & Travelling	1,800	1,300	849	3,949
<b>Total</b>	<b>30,000</b>	<b>20,814</b>	<b>16,375</b>	<b>67,189</b>

**Note:** Trainees who fail to apply for the loans and scholarship shall be required to pay the full amount of Kshs. 67,189.

- 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/25286/24**
- All School and Accommodation Fees should be deposited into the Polytechnic account:

**Account Name:** Kitale National Polytechnic

Absa Bank, Kitale Branch

Account No: **00382196550**

**Or**

**Pay bill 277758**

Account number: student admission number in full e.g.: **GA-CGA/25286/24**

**(CASH PAYMENT IS NOT ACCEPTED)**

#### **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. 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**. Contravening this rule will lead to stern disciplinary measures

#### **EXAMS/ASSESSMENTS**

##### **a) Internal Exams**

- The trainees have written march 2025 end term exams. Confirm this with your son/daughter.
- Supplementary/Special exams will be administered during the second week after opening of term II 2025.

##### **b) External Exams.**

- Registration for July,2025 CDACC exams will be from 12<sup>th</sup> may 2025 to 6<sup>th</sup> June 2025. Therefore, as a parent/guardian, do assist your son/daughter to meet the exam timelines by paying all pending fees and requisite exam fees.
- Registration for july2025 KNEC exams is ongoing and the portal is expected to be closed any time soon. Therefore, as a parent/guardian, do assist your son/daughter to meet the exam timelines by paying all pending fees and requisite exam fees.

## 7. Short Courses

The polytechnic has mounted short courses that are designed to enhance your skills and invest in your personal and professional growth during the holidays in the 9 academic departments .

For more information on course schedules, fees, and registration details, please visit our website or contact the registrar's office.

Visit our website [www.kitalenationalpolytechnic.ac.ke](http://www.kitalenationalpolytechnic.ac.ke) and your student portal for further updates on your Academic programs.

We wish you a blessed Easter holiday. Stay safe.



**Dr.TOM MULATI**  
**CHIEF PRINCIPAL**

