



KITALE NATIONAL POLYTECHNIC

P.O BOX 2162-30200 KITALE

Tel No: 0721379304, 0712549873

Website: www.kitalenationalpolytechnic.ac.ke

E-mail address; knregistry@gmail.com, kitalenationalpolytechnic@gmail.com

OFFICE OF THE REGISTRAR ADMISSIONS

REF: KNP/ ADM/REG/F 54

Date: _____

Dear _____,

RE: OFFER OF ADMISSION

We are pleased to inform you that you have been offered a place to pursue _____
_____ in _____ Department

Reporting Date: 28th April 2025

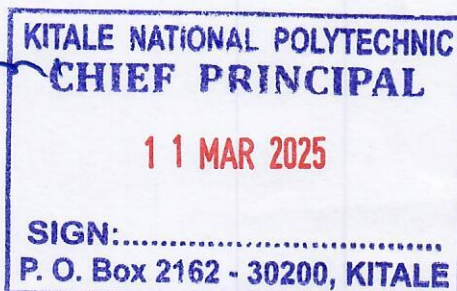
REGISTRATION REQUIREMENTS

When reporting, bring along the following:

- i. Letter of admission (original and a photocopy)
- ii. Two Colored passport size photos.
- iii. Your National ID card and a photocopy of each side. Two copies
- iv. Originals and two photocopies of your academic (KCSE & KCPE) and school leaving certificates for verification.
- v. Medical report (Fill attached form)
- vi. Original and photocopy of your birth certificate for verification
- vii. Adequate stationery and other requirements as per the demands of the course (see attached document).
- viii. An active E-mail address.
- ix. Adequate personal effects. Beddings & mattress cover (institution will provide a mattress for boarders)

Thank you for choosing The Kitale National Polytechnic.


DR. TOM MULATI
CHIEF PRINCIPAL



OTHER CONDITIONS

1. Fees Payment

- i. Fees is Paid as per the fees structure(attached)
- ii. ALL fees are paid through:
ABSA Bank
Account Name: Kitale National Polytechnic
ACC NO. 0038219650

2. Health Requirements

- i. Complete the medical form attached.
- ii. Present yourself to a registered medical practitioner who will complete the form so as to make it available by the day you report.
- iii. The college reserves the right to require a medical examination of any student at any time during training.

3. Code of Regulations

As a condition of admission, you will be required to undertake in writing your commitment to the rules and regulations set out in this document, (copy available on our website) and abide by all rules and regulations for students at Kitale National Polytechnic.

4. Progress in Training

- i. In order to retain your place in the polytechnic you will be required to maintain good academic standards.
- ii. In addition to having the minimum entry requirements for admission into respective programs, please note that lectures are mandatory. Students must attain the stipulated contact hours and pass internal assessments in their respective courses. Details are outlined in the Academic Policy.
- iii. Trainees undertaking Engineering Programs but have not met the Minimum grade in mathematics and physics shall attend bridging courses in the Polytechnic.

5. Boarders

- i. Boarding Space is available on First-Come First Serve-basis
- ii. All boarders should book in advance by making inquiries through **0712549873**
- iii. Meals will be on Pay as you eat basis.

FEES

Introduction

Trainees joining the institution will pay fees as per the Government new funding model. Fees Payable will be Ksh. 67,189 per year.

The fee structure is as follows:

Vote Head	Term 1	Term 2	Term 3	Total
Tuition	15,500	12,100	9,041	36,641
Activity	2,200	1,314	1,000	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
Total	30,000	20,814	16,375	67,189

Other Charges

S/NO	Item	Amount
1	Application Fee	500
2	KUCCPS Placement Fee	1500
3	TVETA Quality Assurance Fee	500
4	Student ID	500
5	Boarding Fee (Optional)	6000

FEES PAYMENT

You are eligible for Government Scholarship, Loan and Bursary to assist with your education expenses as per the following

TRAINEE CATEGORY	FEES (KES)	% SCHOLARSHIP	% HELB LOAN	% HOUSEHOLD CONTRIBUTION
Band 1	67,189	70% (47,032/=)	22.5% (15,117/=)	7.5% (5,039/=)
Band 2	67,189	60% (40,313/=)	28% (18,812/=)	12% (8,063/=)
Band 3	67,189	50% (33,594/=)	32% (21,500/=)	18% (12,094/=)
Band 4	67,189	40% (26,875/=)	38% (25,531/=)	22% (14,782/=)
Band 5	67,189	30% (20,156/=)	43% (28,891/=)	27% (18,141/=)

REQUIREMENTS FOR APPLICATION FOR SCHOLARSHIPS AND LOANS

Successful application for scholarship and loans will require:

- i. Valid email address
- ii. Valid telephone number (must be registered in your name to apply for a loan)
- iii. KCPE and KCSE index numbers and Year of Examination
- iv. 2 coloured Passport size photo
- v. Copy of your National ID (for loan application)
- vi. College admission letter.
- vii. Your parents registered telephone number
- viii. Your parents national ID number
- ix. Death certificate if any of your parent is deceased and registered telephone numbers.
- x. Your birth certificate
- xi. Two guarantors (Can be your parents) ID numbers and registered telephone numbers (for loan application)
- xiii. Copy of the sponsorship letter if you were sponsored in secondary school.

NB: Visit www.hef.co.ke to apply. All Trainees are encouraged to apply.

THE KITALE NATIONAL POLYTECHNIC

P.O BOX 2162 -30200
KITALE Tel No: 0202380086

ADMISSION FORM:

This form must be completed properly and handed in by all students admitted in the Institute for record purposes:

1. Student details:

Name: Admission No:
Year: Intake: Date of birth: Gender:
National ID No: Marital status:
KCSE Index Number: Year:
KCPE Index Number: Year:
Student type (*e.g., KUCCPS, Direct Applicant*) Other organizations:
Program Name: (*e.g., Medical Engineering level 6*)
Religion: Telephone:
Email Address:
Place of birth:
Citizenship: County:
Sub-county: Location: Sub-Location:
Village Name of your Chief:
Disability/Medical Condition: (*If any, fill the disability form*)

2. Parent's/Guardian's details:

Emergency Contact Name: Telephone No.
Relationship: Email Address:
Is father alive? *Yes/No* Contact address:
Phone contact (*if any*) What is his occupation:
Mother's Name:
Is she alive? (*Yes/No*) Her contact address:
Phone No. (*if any*) What is her occupation?
Student Signature: Date:

**THE KITALE NATIONAL POLYTECHNIC
P.O BOX 2162 -30200
KITALE.**

DECLARATION FORM:

I.....ADM.NO:.....

Course/Class..... do declare that I will abide by and comply to the Polytechnic rules and regulations and all other institutional policies.

Student's Sign ID No Date.....

&

Witnessed by the parent/Guardian/Sponsor

I ID.No

Being the parent (guardian) sponsor of Adm.

No..... Course.....

Have witnessed the declaration of the stated student and that I will endeavor to pay all termly fees in full as per prevailing fee structure and that the student will comply with all requirements laid down by the Polytechnic and which may be issued by the Polytechnic Administration from time to time.

Signature of parent..... Date.....

Address of parent..... Tel. No.....

County Sub-county.....

Location..... Sub-location.....

Chief's Name

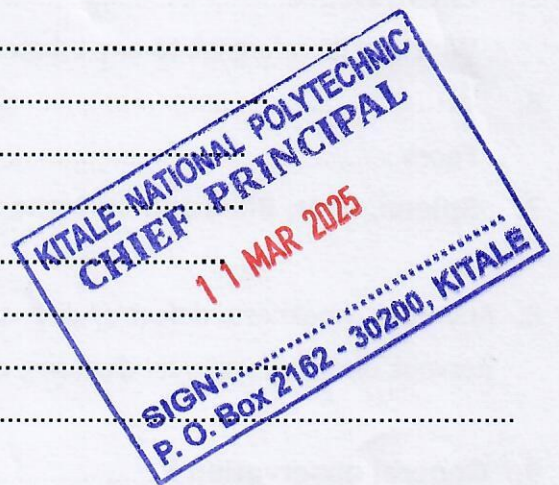
Assistant Chief's Name.....

Registrar's Comments/remarks

.....

.....

Sign..... Date.....



**THE KITALE NATIONAL POLYTECHNIC
P.O BOX 2162 -30200
KITALE.**

MEDICAL REPORT:

NAME..... INDEX No.....

Course to be undertaken.....

1. Eyes and Vision

Unaided left:.....

Unaided right:.....

Color blindness:.....

Visual field:.....

2. Ear, Nose & Throat

Is nasal breathing habitual.....

Adenoids-p-.....

Hearing voice-right &Left

3. Spinal column.....

4. Mouth & Teeth

5. Chest, Heart.....

With special reference to any tubercular tendencies

6. Urine.....

Feces.....

7. Spleen, liver, Biles and varicose veins.....

8. Any other weakness, defect or disease e.g. defects of speech, incal twithing or spasm, chora or other nervous disorder, venereal diseases, or rheumatic teniency.

9. General observation

If care is desirable in any special area give particulars (e.g. ulcers, asthma).

The polytechnic will charge an annual medical fee of Kshs. 600/=

10. Any Physical challenges.....

Signature.....Date:

Note: This form must be filled by a government county referral Medical office