



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION, AND TRAINING
MASINGA TECHNICAL AND VOCATIONAL COLLEGE

EXCEL IN TECHNOLOGY

P.O.BOX 181 – 90141 MASINGA

TEL: +254 746 327 094

Email: info@masingatechnical.ac.ke **Website:** www.masingatechnical.ac.ke



DATE: _____

NAME: _____

RE: ADMISSION LETTER

I am pleased to inform you that you have been offered a place at Masinga Technical and Vocational College to pursue: _____

This course takes _____ Module/Modules.

Your admission number is _____.

You are expected to report on _____.

On behalf of the College Board of Management, I congratulate you on the opportunity to pursue higher education at Masinga Technical and Vocational College. We take great pride in helping our trainees achieve their academic goals and exploit their potential in an environment encouraging innovation.

Refer to our website for any information, and feel free to contact us if you encounter any challenges.

Provide a duly filled out personal details form and medical examination form upon admission.

Yours sincerely,

PRINCIPAL
IRENE KOLI KWOKO

REQUIREMENTS ON ADMISSION

1. You are required to pay **Module I** fees on admission. *Please see the attached Fee Structure.*

2. **Original and CERTIFIED** photocopies of the following documents will be required for verification and filing on admission:

- KCPE & KCSE Result slip or certificate
- School leaving certificate
- Two recently taken passport-size photographs
- National ID
- Birth certificate

The trainee is strongly advised also to retain a copy of the documents.

3. Departmental requirements: Every department has specific requirements relevant to the demands of the course. Please find your specific course requirements on the college website.

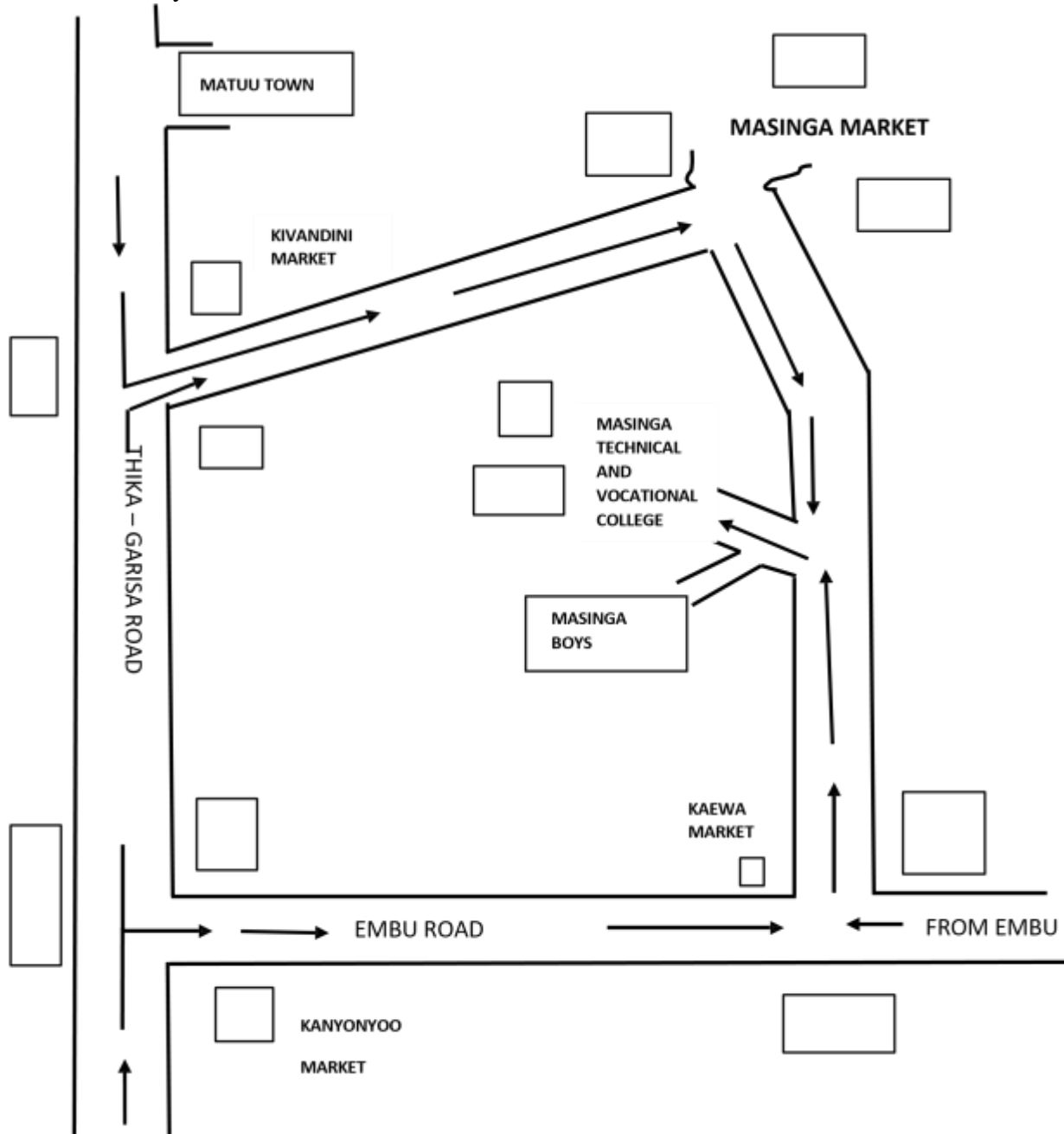
4. A ream of Printing Papers (a_one or JK brand) and a ream of Fullscaps (Kasuku Brand)

5. The Admission Letter.

6. 2 spring files.

NATURE AND LOCATION

Masinga Technical and Vocational Centre is a mixed-day Technical and Vocational College situated along the Masinga - Kaewa Road next to Masinga High School at Masinga Location, Machakos County. How to reach us...



FEE STRUCTURE

<i>Vote Head</i>	<i>1st Term</i>	<i>2nd Term</i>	<i>3rd Term</i>	<i>Total (Ksh.)</i>
Tuition	19,600.00	17,041.00	0	36,641.00
Personal Emoluments	5,250.00	7,629.00	0	12,879.00
Electricity, Water & Conservancy	1,870.00	2,079.00	0	3,949.00
Local Transport & Travel	2,100.00	1,849.00	0	3,949.00
Repairs Maintenance & Improvement	2,000.00	1,257.00	0	3,257.00
Activity	2,400.00	2,114.00	0	4,514.00
Medical & Insurance	1,000	1,000.00	0	2,000.00
TOTAL	Ksh34,220	Ksh32,969	Ksh0.00	Ksh67,189.

- a. New Trainees are to pay the following charges once on admission:

Registration	1,000
Caution money	1,000
Trainee's ID	500
Students Welfare	900
TVETA Fee	500

- b. The external attachment fee is Ksh.2,500 for all trainees. The attachment fee is paid **one module** before proceeding with the attachment.
- c. A placement fee of Ksh1,500 is charged for students not placed by KUCCPS.
- d. The fee for external practical examinations is Ksh.1000 for the courses where applicable. The respective Examination bodies guide external theory examination fees.
- e. Consumable material fee per year for Business, ECTE, Journalism, and ICT courses is Ksh 2000.
- f. Consumable material fee per year for technical courses is as follows:

Catering and Accommodation	6,000
Food and Beverage	6,000
Food Processing	4,000
Hairdressing and Beauty Therapy	4,000
Fashion Design	4,000
Electrical and Electronics Engineering	4,000
Mechanical and Automotive Engineering	4,000
Agriculture, Plumbing, Building, and Civil Engineering	3,000

- g. If you need Government financial support, you **MUST** apply for consideration through the official website www.hef.co.ke. If the Government Scholarship, Loan, and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

ALL FEES ARE PAYABLE VIA:

-Bankers Cheque OR

-Deposit Cash at Any Equity Bank (**Masinga Technical and Vocational College**) A/c No: **0390275609102**
OR

-MPESA.

Pay bill: **247247**

Account no: **181901#Trainee_Adm.no** (e.g., 181901#0670)

Please Note: We DO NOT accept cash.

MEDICAL REPORT
TO BE FILLED BY THE MEDICAL OFFICER

a) Height _____ Weight _____

b) Visual Acuity

Without Glasses R6 L6/

With Glasses R6 L6/

c) Hearing Right ear _____ Left year _____

d) Condition of Teeth _____
Nose_Throat _____

e) Lymphatic Glands _____

Circulation system _____ Blood pressure _____

Systolic _____ Diastolic _____

f) Respiratory System _____

g) X-ray chest if necessary _ h)

Urine _____

Sugar _____

Abdomen _____

Spleen _____

Any evidence of Hernia

Any evidence of Hemorrhoids

MTVC/ADM/F1/V11

Any observable defects in addition to a general record of observation. Please specify _____

—

Name of Medical Officer _____

Hospital _____

Address and Telephone _____

Signature: _____

Date: _____

Official Rubber Stamp

PART FOR OFFICIAL USE ONLY

Special Remarks _____

Registrar - Admissions

Signature _____ Date _____

Official Rubber Stamp _____



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SUMMARY FORM

FILL IN CAPITAL LETTERS

PERSONAL DETAILS

FIRST NAME	MIDDLE NAME	LAST NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE OF BIRTH	GENDER	ID NO.
<input type="text"/>	<input type="text"/>	<input type="text"/>
TEL. NO.	<input type="text"/>	
EMAIL:	<input type="text"/>	
PARENT/GUARDIAN'S NAME	ADDRESS	GUARDIAN'S PHONE NO.
<input type="text"/>	<input type="text"/>	<input type="text"/>

ACADEMIC DETAILS

KCPE INDEX NO./ YEAR	KCPE MARKS
<input type="text"/>	<input type="text"/>
KCSE INDEX NO./ YEAR	KCSE GRADE
<input type="text"/>	<input type="text"/>

APPLIED COURSE:

HOW DID YOU HEAR ABOUT US?

- | | |
|---|--|
| <input type="checkbox"/> KUCCPS | <input type="checkbox"/> ONLINE (FACEBOOK, WEBSITE, GOOGLE.) |
| <input type="checkbox"/> RADIO | <input type="checkbox"/> OUTREACH (CHURCH, MARKETING) |
| <input type="checkbox"/> CALLING LETTER | <input type="checkbox"/> REFERRED BY |

SIGN:

DATE:

ADMITTED BY:

SIGN/DATE: