



APPLICATION/OFFER OF ADMISSION

Ref: ADM/JANUARY, 2021

MAIN CAMPUS ONLY

Registration of new students is between 5th and 21st January, 2021

Course Applied for (List as per priority):-

1.....

2.....

3.....

CAMPUS (tick one)

MAIN

☒

CHEBWAGAN

☐

TEBESONIK

☐

KAPKATET

☐

The list of courses is attached at the back of this form.

A. PERSONAL DETAILS

FULL NAMES (As per KCPE/KCSE Result slip/Certificate)

NATIONAL ID/PASSPORT

DATE OF BIRTH (dd/mm/yyyy)

MARITAL STATUS

POSTAL ADDRESS

POSTAL CODE

TOWN

COUNTY

GENDER (tick one)

MALE

☐

FEMALE

☐

MOBILE NUMBER

EMAIL ADDRESS

CITIZENSHIP

B. ACADEMIC QUALIFICATIONS

	SCHOOL/COLLEGE ATTENDED	INDEX NO	YEAR	MEAN GRADE/ QUALIFICATION
KCPE				
KCSE				
CRAFT				
DIPLOMA				

C. SPONSOR/GUARDIAN DETAILS

FULL NAME	POSTAL ADDRESS	POSTAL CODE	TOWN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RELATIONSHIP TO APPLICANT	EMAIL ADDRESS	MOBILE NUMBER	OCCUPATION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. NEXT OF KIN DETAILS

FULL NAME	POSTAL ADDRESS	POSTAL CODE	TOWN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RELATIONSHIP TO APPLICANT	EMAIL ADDRESS	MOBILE NUMBER	OCCUPATION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E. COURSE DETAILS

COURSE NAME	LEVEL (tick one)
<input type="text"/>	Artisan <input type="checkbox"/> Craft <input type="checkbox"/> Diploma <input type="checkbox"/> HDip <input type="checkbox"/>

Attach the following copies of testimonials

- Result Slip/Certificate
- 2coloured passport sized photographs
- Birth Certificate
- National ID
- School Leaving Certificate

OFFICIAL USE ONLY

VERIFIED BY _____

Sign _____

Date _____

ADMISSION REQUIREMENTS

YOU MUST COME WITH THE FOLLOWING TO GUARANTEE YOUR ADMISSION:-

A. RECORDS:

- (i) Admission form dully filled and signed by BOTH applicant and Parent/ Guardian
- (ii) Medical certificate Form filled by a registered medical Practitioner (Government Hospital).
- (iii) Two recently taken coloured passports size photographs.
- (iv) Photo-copies of I.D card (national), all academic, Birth certificate and school leaving certificates. **Come with originals for comparison.**
- (v) Copies of parents/guardians ID cards

B. GAMES:

Any suitable attire for games which include football, volleyball, netball, athletics and indoor games.

C. STATIONERY:

All students are required to purchase their own stationary.

D. ENGINEERING STUDENTS (CRAFT AND ARTISAN):

- (I) TECHNICAL DRAWING INSTRUMENTS
 - (a) Set square (clear-plastic) $60^{\circ} \times 30^{\circ}$ -250mm
 - (b) Set square (clear-plastic) $45^{\circ} \times$ -200mm
 - (c) Protractor (clear-plastic) 360° -150mm
 - (d) T-square (clear plastic) and Drawing Board
 - (e) Engineering Drawing Sets
 - (f) HB pencils and 2H pencils and Erasers
 - (g) Safety Boots
 - (H) Scientific Calculators/ SMP Mathematical Tables
 - (I) Blue Overall – Short Sleeved

E. FEES

ANNUAL FEES SCHEDULE FOR REGULAR COURSES (GOVERNMENT SPONSORED) 2020/2021

VOTE HEAD	Government Capitation	Student/ Parent	Total
Tuition	18,000.00	0.00	18,000.00
P.E	9,393.00	0.00	9,393.00
LT&T	0	4,607.00	4,000.00
RMI	0	3,493.00	3,050.00
Student Council	0	600.00	600
Attachment & Linkages	0	2,520.00	2,520
Insurance	0	1,200.00	1,200
E.W.C	0	3,200.00	3,050
Internet/computer	2,607.00	0.00	2,607.00
Activity	0	2,700.00	2,600
Development	0	3,500.00	3,250.00
Administrative Costs	0	3,700.00	3,200.00
Medical	0	900.00	900
Examination	As per Exam Body as Attached		0
TOTAL	<u>30,000.00</u>	<u>26,420.00</u>	<u>56,420.00</u>

1. Payment can be made by deposit in any branch of Kenya commercial Bank payable to B.T.T.I
A/C 1169796559-KCB, Sotik Branch.

NB: Please indicate the Name and Admission number of the student on the Banking slips.

2. Fees may be changed in the course of your studies without consultation.

3. New students are expected to pay Non refundable admission/Registration fee of KSh. 2050.00

Fees To be paid on Admission(Other fees may be catered for through HELB & Capitation

	COURSE TITLE	MOD	EXAM. FEES KSH.	ADMISSION FEE	TOTAL MINIMUM FEES ON REPORTING
1	ARTISAN CERTIFICATE IN STOREKEEPING	1	3430	2050	5480
2	ARTISAN CERTIFICATE IN ELECTRICAL INSTALLATION	1	6880	2050	8930
3	ARTISAN CERTIFICATE IN MASONARY	1	6880	2050	8930
4	ARTISAN CERTIFICATE IN PLUMBING	1	6880	2050	8930
5	ARTISAN CERTIFICATE IN WELDING AND FABRICATION	1	6880	2050	8930
6	DIPLOMA IN GENERAL AGRICULTURE	1	6900	2050	8950
7	DIPLOMA IN SOCIAL WORK & DEVELOPMENT	1	7350	2050	9400
8	CRAFT CERTIFICATE IN MECHANICAL ENGINEERING (PRODUCTION)	1	7650	2050	9700
9	DIPLOMA IN BUILDING TECHNOLOGY	1	8250	2050	10300
10	DIPLOMA IN CIVIL ENGINEERING	1	8250	2050	10300
11	CRAFT CERTIFICATE IN SUPPLY CHAIN MANAGEMENT	1	9150	2050	11200
12	CRAFT CERTIFICATE IN BUSINESS MANAGEMENT	1	9150	2050	11200
13	CRAFT CERTIFICATE IN INFORMATION SCIENCE	1	9150	2050	11200
14	CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY	1	9150	2050	11200
15	DIPLOMA IN MECHANICAL ENGINEERING (PRODUCTION)	1	9600	2050	11650
16	DIPLOMA IN MECHANICAL ENGINEERING (PLANT)	1	9600	2050	11650
17	DIPLOMA IN AUTOMOTIVE ENGINEERING	1	9600	2050	11650
18	DIPLOMA IN ELECTRICAL & ELECTRONICS ENG	1	9600	2050	11650
19	CRAFT CERTIFICATE IN SECRETARIAL STUDIES	1	9650	2050	11700
20	CRAFT CERTIFICATE IN MASONARY	1	10650	2050	12700
21	CRAFT CERTIFICATE IN PLUMBING	1	10650	2050	12700
22	CRAFT CERTIFICATE IN GENERAL AGRICULTURE	1	10650	2050	12700
23	CRAFT CERTIFICATE IN SOCIAL WORK & DEVELOPMENT	1	10650	2050	12700
24	CRAFT CERTIFICATE IN AUTOMOTIVE ENGINEERING	1	10650	2050	12700
25	CRAFT CERTIFICATE IN AUTOMOTIVE ENGINEERING	1	10650	2050	12700
26	CRAFT CERTIFICATE IN WELDING AND FABRICATION	1	10650	2050	12700
27	CRAFT IN ELECTRICAL AND ELECTRONICS	1	10650	2050	12700
28	CRAFT CERTIFICATE IN BUILDING TECHNOLOGY	1	10650	2050	12700
29	DIPLOMA IN SECRETARIAL STUDIES	1	11900	2050	13950
30	DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY	1	11900	2050	13950
31	DIPLOMA IN INFORMATION SCIENCE	1	12350	2050	14400
32	DIPLOMA IN SUPPLY CHAIN MANAGEMENT	1	12750	2050	14800
33	DIPLOMA IN BUSINESS MANAGEMENT	1	12750	2050	14800

MEDICAL EXAMINATION CERTIFICATE

NOTE: Applicant for entry to the Institute MUST get this form completed by a registered doctor.

PAYMENT FOR MEDICAL EXAMINATION IS THE SOLE RESPONSIBILITY OF THE APPLICANT

1	<u>Eyes and vision</u> a. Unaided Right – Left b. Aided Right - Left c. Colour blind d. Vision field	
2	Pregnancy Test	
3	Test for Venereal Disease	
4	<u>Nose and throat</u> a. In nasal breathing habitual b. Adenoids	
5	Mouths and teeth	
6	<u>Ears</u> Hearing, voice –Right -Left	
7	Glands in the neck	
8	<u>Chest, heart</u> With special reference to any tubercular tendencies	
9	Spinal column	
10	a. Urine b. Stool	
11	Spleen liver Piles and varicose veins	
12	Any other weakness, defect or disease e.g defects of speech, local twitching or spasm, chorea or other nervous disorder.	
13	<u>General observation</u> If care is desirable in any special direction, please give particulars.	

Signature of registered Medical Practitioner

AddressRubber stamp/ Date.....

Sign.....

BURETI TECHNICAL TRAINING INSTITUTE STUDENT RULES AND REGULATIONS

- a) Class attendance is compulsory and punctuality is essential. All assignments, CATS and exams **MUST** be done as required.
- b) All students are expected to maintain **ACADEMIC STANDARDS** throughout the course. Supplementary exams are a **MUST** for students who perform poorly in **COLLEGE EXAMS**. For students who persistently perform poorly the **ACADEMIC BOARD** may recommend for his/ her discontinuation forthwith.
- c) Students should observe personal hygiene and dress neatly. Students will attend to cleanliness requirements in classrooms and washrooms. They are further expected to keep the compound neat and tidy.
- d) Smoking and drinking is prohibited in the Institute. Disciplinary action shall be taken against student found smoking or under the influence of alcohol.
- e) Handling, possession and consumption of addictive drugs is prohibited in the Institute and is a criminal offence punishable by law.
- f) Respect and care of Institutional property is important. Students will have to account for any losses/ damages.
- g) The following areas are out of bound to all students unless they have prior permission:
 - i. Institute farm
 - ii. Staff room
 - iii. Kitchen
- h) Each student shall seek to observe, respect, and promote rights and fundamental freedom and exhibit responsible behaviour to all staff, visitors, and colleagues. Problems if any shall be solved through the proper laid down channels (offices). Participation **in illegal meetings and processions can lead to expulsion.**
- i) No student shall be discriminated against directly or indirectly on grounds of race, gender, ethnic or social origin, colour disability, religion or tribe.
- j) Pregnancy is NOT allowed during coursework. Any female student with pregnancy shall be required to defer her coursework as per the Institution academic policy.
- k) Abortion is NOT permitted and any student found to have procured or attempt to procure an abortion shall be handed over to the law enforcing agencies.
- l) In the event of a breach of any of the above regulations, the **DISCIPLINARY COMMITTEE** may give the student a verbal/written warning or suspension from the Institute. The committee can also recommend for expulsion of a student. Once suspended, the student will be expected to leave the compound immediately and stay away until he/ she receives official communication. On

returning back, such students MUST appear before the DISCIPLINARY COMMITTEE of the Institute accompanied by a registered parent/ Guardian.

- m) For change of course, permission MUST be obtained from the REGISTRAR, and it is possible only when he/she meets the requirements and other factors will as well be considered including availability of vacancy in course applied for.
- n) No trainee is allowed to misuse the institutes facilities e.g.unauthorized tapping of electricity, Entry and Exit through windows, vandalism of college property.

LETTER OF ACCEPTANCE AND DECLARATION BY THE STUDENT

Dear Sir,

This is to confirm that I DO ACCEPT the offer and I PROMISE TO ABIDE by the rules and regulations governing the conduct and discipline of the students of BURETI T.T.I

I do hereby undertake to COMPLETE THE COURSE for which I have been accepted WITHIN THE STIPULATED DURATION.

Name of student.....Signature of student.....

DateTelephone Number.....

Name of Parent/ guardian (Witness).....Signature

Date..... Telephone Number.....

DEPARTMENT OF BUSINESS STUDIES					
No	Course Title	Minimum Entry Requirement	Duration	Campus offered	Exam Body
1	Diploma in Business Management	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Diploma in Human Resources Management	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
3	Diploma in Supplies Chain Management	C-(Minus) in KCSE	2 ½ Years	ALL	KNEC
4	Diploma in Accounting	C-(Minus) in KCSE	2 ½ Years	ALL	KNEC
5	Diploma in Secretarial Studies	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
6	Craft in Supplies Chain Management	D(Plain) in KCSE	2 ½ Years	ALL	KNEC
7	Craft Certificate in Business Management	D(Plain) in KCSE	2 Years	MAIN	KNEC
8	Craft Certificate in Human Resource	D(Plain) in KCSE	2 Years	MAIN	KNEC
9	Artisan Certificate in Store keeping	KCSE (E & D-)	5 Terms	ALL	KNEC
ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT					
1	Diploma in Electrical and Electronics Engineering	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Craft in Electrical and Electronics Engineering	D(plain) in KCSE	2 ½ Years	ALL	KNEC
3	Artisan Certificate in Electrical Installation	KCPE and Above	5 Terms	ALL	KNEC
MECHANICAL ENGINEERING DEPARTMENT					
1	Diploma in Automotive Technology	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Diploma in Mechanical Engineering(Prod. & Plant opt)	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
3	Diploma in Mechanical Engineering (Plant Option)	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
4	Craft Certificate in Welding and Fabrication	D(Plain) in KCSE	2 Years	MAIN	KNEC
5	Craft Certificate in Mechanical Engineering	D(Plain) in KCSE	2 Years	MAIN	KNEC
6	Craft Certificate in Automotive Engineering	D(Plain) in KCSE	2 Years	MAIN	KNEC
6	Artisan in Welding and Fabrication	KCPE and Above	5 Terms	ALL	KNEC
BUILDING AND CIVIL ENGINEERING DEPARTMENT					
1	Diploma in Building & Construction Technology	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Diploma in Civil Engineering	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
3	Craft Certificate in Building Technology	D(Plain) in KCSE	2 ½ Years	MAIN	KNEC
4	Craft Certificate in Plumbing	D(Plain) in KCSE	2 ½ Years	MAIN	KNEC
5	Artisan Certificate in Plumbing	KCPE and Above	5 Terms	MAIN	KNEC
6	Artisan Certificate in Masonry	KCPE and Above	5 Terms	ALL	KNEC
DEPARTMENT OF AGRICULTURE & SOCIAL SCIENCE					
1	Diploma in Agriculture	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Diploma in Social work & Community Development	C-(Minus) in KCSE	2 ½ Years	ALL	KNEC
3	Craft in General Agriculture	D(Plain) in KCSE	2 Years	MAIN	KNEC
4	Craft in Social work & community Development	D(Plain) in KCSE	2 Years	ALL	KNEC
5	Artisan Certificate in Agriculture	KCPE and Above	5 Terms	MAIN	KNEC
DEPARTMENT OF INFORMATION COMMUNICATION TECHNOLOGY					
1	Diploma in ICT	C-(Minus) in KCSE	2 Years	ALL	KNEC
2	Diploma in Information Science	C-(Minus) in KCSE	2 Years	ALL	KNEC
3	Craft Certificate in ICT	D(Plain) in KCSE	2 Years	ALL	KNEC
4	Craft Certificate in Information Science	D(Plain) in KCSE	2 Years	ALL	KNEC