



# UGENYA TECHNICAL AND VOCATIONAL COLLEGE

Cell: 0115107907/0734899999  
Email: [ugenya.techcollege@gmail.com](mailto:ugenya.techcollege@gmail.com)

P.O BOX 74- 40614  
SEGA-KENYA



Dear;

.....  
REG.NO:...../...../S/2023  
P.O.BOX:74-40614 SEGA

Date: \_\_\_\_\_

**RE: Offer for Admission.**

*(Please read this offer carefully and comply with requirements for admission)*

**COURSE:**.....

**Congratulations!!!**Your application for the above course has been accepted. You are therefore required to report on **September 2023** the last date for reporting will be on **September 2023**

**The following items will be checked before registration:**

**1. REGISTRATION /ADMISSION**

- i. Full fees as per the fee structure enclosed, payable by Bankers Cheque /Draft, Money Order or direct Banking.
- ii. Three- Pass port size photographs recently taken
- iii. Photocopies and originals of
  - ✓ **This offer of Admission**
  - ✓ **K.C.S.E & K.C.P.E Certificate/Slip**
  - ✓ **Leaving Certificate,**
  - ✓ **Birth Certificate**
  - ✓ **ID Card- both sides**
  - ✓ **One spring file**

**2. TUITION**

- i. Stationery (for personal use)

**3. ESSENTIAL REQUIREMENTS FOR TECHNICAL STUDENTS**

- 1. Standard T- Square (plastic or wooden)
- 2. One 45<sup>0</sup> set square about 100mm
- 3. One 30<sup>0</sup>/60<sup>0</sup> set square about 200mm
- 4. Drawing protractor 00-3600
- 5. Drawing board
- 6. Masking tape –one
- 7. One short sleeved (blue) overall for engineering students and one long sleeved (white) overcoat for laboratory technology and land survey students
- 8. Scientific calculator
- 9. One pair of safety boots for Engineering students(military type)

#### 4. GAMES AND SPORTS

You are expected to participate in games and therefore every student is required to come with;

1. One pair of games skits
2. One pair of rubber shoes.

#### LOCATION OF THE COLLEGE

The college is in Sega Town 2km along Sega –Ukwala Road, next to Ligose Primary School.

Congratulations for being selected for the course and wish you the best of luck in your studies



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**Mrs. Elizabeth Okullu**  
**PRINCIPAL**

#### DECLARATION BY PARENT /GUARDIAN FOR HOSPITAL TREATMENT

Please indicate below the hospital where you wish your son/daughter should be admitted in case of serious illness.

- a) Sega Mission Hospital and I am prepared to pay extra hospital charges
- b) UkwalaSub-County Hospital and I am prepared to pay the hospital charges
- c) Sega Cottage Hospital (**Private**) and I am prepared to pay the hospital charges

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Student Name

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Signature of parent/Guardian/Sponsor

## **RULES AND REGULATIONS.**

We consider our students to be mature and responsible adults and have sense of maturity. Decent behavior, decent dressing, commitment to work, respect to self and to others and obedience to authority are to be displayed by all without supervision. However, minority of students may lack these traits and may need to be guided along a set of rules.

### **RULES**

1. All students must obey, respect and follow instructions from members of staff.
2. All students are expected to look after the college property by guarding against loss of damage.
3. If a tutor is out of classroom of workshop the class must maintain silence and good order during the period of sessions.
4. Meal time must be observed, as no meal will be served outside the set times unless there have been prior arrangements. Note that food must be eaten in the dining hall. All Students should maintain cleanliness in the college should keep dormitories and workshops tidy and participate in general cleanliness. Litter should not be thrown any-how.
5. All students are encouraged to participate in various games and sports activities during games times. UTVC rules and regulations are to be observed when teams go out to represent the college.
6. Punctuality must be observed in all college functions:  
During class hours, students will not leave the college compound without a valid leave pass.
7. There shall be no tobacco smoking in the prohibited areas in the Eating places, Classrooms, Laboratories, Workshops and Drawing rooms.
8. Students should respect others freedom of worship. Where certain religious beliefs and rites conflict with the rules, college rules shall prevail.

a) Non-attendance to any subject will lead to automatic referral irrespective of being absent with permission

b) Visitors are not allowed into the classes when the lessons are in session.

c).Non-teaching and teaching staff residents are out of bounds to all students.

10. Fighting, use of abusing languages, possession of dangerous drugs, being drunk and disorderly and stealing is prohibited.

11 Female students are advised to guard against pregnancy during their whole course of training.

12. Unless otherwise stated lights shall be off at 11.00 p.m. for any private studies

### **PENALTIES**

Infringements of any of the rules and regulations may be met with the following penalties.

a). Suspension or expulsion

b). In case of criminal offences (See rule 10) the offenders may be handed over to the police.

c). Loss of privileges e.g. Boarders who do not adhere to the rules may be deprived of the boarding facility.

d). Female boarders who become pregnant will be advised to become day scholars and if their condition may not allow continuity with studies, they may request to defer.

**BOND OF CONDUCT.**

**RULES AND REGULATIONS DECLARATION**

I have read through the rules and regulations of the college and promise to abide by them.  
I have also noted the penalties to be met in case of my deviation from the rules.

**PART I DECLARATION OF UNDERTAKING**

I will always abide by all rules including other Ugenya Technical and Vocational College policy provisions and regulations throughout my training.

In agreement to this, I further promise that:

1. I will always follow the prescribed requirement of the training programme I am registered in.
2. I will not indulge in any type of indiscipline including unauthorized assembly or association within the Polytechnic.
3. I will regularly and punctually attend all the classes and will record full attendance enabling me eligibility to sit prescribed examinations.
4. I will bear individual and/or collective responsibility for any/all damages and expenses incurred as a result of individual or collective disobedience, demonstration or unrest during my period of training effective from the date of my admission.
5. I will personally bear ALL consequences of criminal acts that may be preferred against me by authorized Government of the Republic of Kenya.

I HAVE COMPLETELY UNDERSTOOD AND IN ACCORDANCE APPEND MY SIGNATURE

NAME \_\_\_\_\_ ADM NO. \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**WITNESSESS**

Guardian/Sponsors Name \_\_\_\_\_ ID No \_\_\_\_\_.

Sign \_\_\_\_\_ Date \_\_\_\_\_

**PART II (For Official Use)**

Data verified by

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Confirmed by

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**MEDICAL REPORT OF APPLICANT.**

**PART I:** To be completed by a Registered Medical Officer, FAILURE TO DISCLOSE Medical history in full may lead to rejection of the applicant.

A. Name ( block letters) \_\_\_\_\_

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Address. \_\_\_\_\_

**B Medical Situation/History**

- 1. Tuberculosis ----- 16. Epilepsy .....
- 2. Pneumonia \_\_\_\_\_ 17. Nervous Breakdown .....
- 3. Pleurisy \_\_\_\_\_ 18. Psychiatric.....
- 4. Asthma \_\_\_\_\_ 19. Eye Disorder \_\_\_\_\_
- 5. Rheumatic \_\_\_\_\_ 20. Ear, nose & throat disorder \_\_\_\_\_
- 6. Allergic disorder \_\_\_\_\_ 21. Skin disease \_\_\_\_\_
- 7. Heart disease \_\_\_\_\_ 22. Sickle Cell \_\_\_\_\_
- 8. Gastric/Duodenal ulcer \_\_\_\_\_ 23. Gynecological disorder \_\_\_\_\_
- 9. Recurrent Indigestion \_\_\_\_\_ 24. Tropical disease/malaria \_\_\_\_\_
- 10 Jaundice \_\_\_\_\_ 25. Operations \_\_\_\_\_
- 11 Kidney disorder \_\_\_\_\_ 26. Serious accidents \_\_\_\_\_
- 12 Varicose veins \_\_\_\_\_ 27. Any other serious disorder \_\_\_\_\_
- 13 Rapture \_\_\_\_\_ 28. Neurological disorder/polio \_\_\_\_\_
- 14 Diabetes \_\_\_\_\_
- 15 Dysentery \_\_\_\_\_

**C If any question above is answered Yes, please give the following:-**

(a) Year	(b) Treatment Received	(c) Any Recurrences OR Lasting Effects

**PART 2: Medical examiners report (additional)**

**Important: The objective of the examinations is to determine whether the candidate is physically and medically fit to undertake a course of study or training at Ugenya Technical and Vocational College subject to the pressure of the learning environment.**

**SIGNATURE ..... OFFICIAL STAMP ..... DATE .....**



**1.0. HOSTEL REQUIREMENT : (MINIMUM PERSONAL REQUIREMENTS)**

- 1.1 One towel, Two Blankets, Bed sheets and pillow
- 1.2 One mosquito net
- 1.3 One basin and a Plate
- 1.4 Mug and Cutlery

**NB:** For the time being there is no boarding facility in the compound but there are a few accredited hostels by the institution near the college that the students can be referred to, offering accommodation on first come first served basis.

**2.0 STATIONERY**

- 2.1 A4 Exercise books
- 2.2 Ball point Pen
- 2.3 Scientific Calculator

**3.0 FOR STUDENTS PURSUING TECHNICAL COURSES**

- 3.1 Plastic or Wooden T- Square, 900mm
- 3.2 One 45<sup>0</sup> set square about 200mm
- 3.3 One 30<sup>0</sup>60<sup>0</sup> set square about 300mm
- 3.4 A Steadler Eraser
- 3.5 Steadler Pencils, (HB& 2H) and Masking tape
- 3.6 Blue overall for students in Engineering Departments
- 3.7 White Laboratory Coat for students in Applied Science Department
- 3.8 Standard Technical Drawing Board
- 3.9 One spring file

**5.0. OTHERS**

Letter from the sponsor/guardian specifying who is responsible for the payment.



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## FEE STRUCTURE IN LINE WITH TVET APPROVED FEE CHARGABLE PER YEAR

1. The total fee payable per year is **KES. 56,420.00**. The Ministry of Education shall pay **KSHS.30, 000.00** as capitation fee from the total fee payable per year above for the students registered with KUCCPS, while parents/ sponsors/ HELB shall pay the difference of **KES. 26,420.00** as follows;

### YEAR 1, 2, 3 / MODULE 1, 2, 3.

Description	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term
Fee to be paid by student	13,210.00	13,210.00	26,420.00
Government Capitation	15,000.00	15,000.00	30,000.00
<b>Total</b>	<b>28,210.00</b>	<b>28,210.00</b>	<b>56,420.00</b>

2. The following trainees shall NOT benefit from the **KES. 30,000.00** capitation by Ministry and therefore shall pay the total fees of **Kshs.56,420.00**;
  - a) Trainees who are sponsored by: National or County Government, NGOs or any other sponsorship.
  - b) Trainees who have not registered with Kenya Universities and Central Placement Services. (**KUCCPS**)
  - c) The above fee is exclusive of boarding, meals, national examination, and professional bodies' fees.
  - d) Payments for training fee should be made in favour of **Ugenya Technical and Vocational College** by Bankers Cheques/ Drafts or Direct Deposit to Account No. **1238447694, KCB, SIAYA BRANCH**. Those paying by cheques should include **KES. 250.00** clearance fee
3. Personal Cheques Not accepted.
4. Fee must be paid in full at the beginning of the 1<sup>st</sup> and 2<sup>nd</sup> term **.Note:** we don't charge fees in 3<sup>rd</sup> term
5. Fees is subject to review from time to time by B.O.G in conjunction with the ministry of education.
6. Our offices are opened between **8:00 am – 1:00 pm** and **2:00pm – 5:00 pm** every day **except** over the weekends and public holidays.

**Mrs. Elizabeth Okullu**  
Principal/BOG Secretary.

