



## **TERMLY NEWSLETTER: May - August 2023**

**Dear Parent/Guardian/Sponsor,**

Greetings to you our dear Parents/Guardians/Sponsors. We thank our Almighty God for enabling us to have a successful term. I thank you all for the support you have given to the College and more so to your sons/daughters as they undertook their training.

### **TERMS DATES**

Next term's reporting date for all continuing trainees is on **6<sup>th</sup> September 2023**. The reporting date for **September 2023 Intake** trainees is from **30<sup>th</sup> August 2023**. Kindly note that the State Department may review the Term Dates from time to time.

This term comes to an end on **4<sup>th</sup> August 2023**. The students not sitting July-August 2023 KNEC examination are expected to proceed for a short break on **14<sup>th</sup> July 2023** after completing end-of-term exams.

### **FEES AND FEE ARREARS**

The Management of the College is requesting all parents/guardians/sponsors to keep their promise and pay the amount they owe the College before **25<sup>th</sup> August 2023** to enable your son/daughter have a successful training in the College. Also, encourage your son or daughter to apply for CDF, County Government or any other bursaries to help facilitate their smooth learning. Similarly, the government owes the college huge students capitation fees arrears. A number of students do not also apply for HELB loans and bursaries. Consequently parents/guardians are advised to clear outstanding fees arrears by the said date, **August 25<sup>th</sup>, 2023**.

Each student is expected to collect their financial advice sheet from the accountant before proceeding home. Please peruse them and pay next term's fees and arrears to - **EQUITY BANK – CHUKA BRANCH A/CC**  
**Name: Chuka Technical and Vocational College A/CC. NO: 0140262845461**. Insist on being given the official receipt as proof that your son/daughter has paid the fees. You can also pay fees through **PAYBILL** using **Business Number 247247 Account Number 222990**. There are incidences where students use fees for personal issues and drop out of school when sent for fees. Parents/guardians are advised to follow up with their sons/daughters or the institution to confirm fees payment.

### **SEPTEMBER 2023 INTAKE**

Kindly find time and login to our website ([www.chukatechnicalcollege.ac.ke](http://www.chukatechnicalcollege.ac.ke)) to find our courses and refer students to join us. Please pass the information around and assist us to market the College. Currently the GoK is giving every Kenyan student (All continuing students) school fees capitation of **Ksh. 30,000** per year. The rest of the fees shall be catered for by HELB loans or parents/guardians. Under the new **Education Funding Model** that shall be implemented starting with September 2023 intake students, the government will fully fund the vulnerable students who include those living with disabilities, where they will receive 80 per cent scholarships and 20 per cent loans.

The neediest students will receive 70 per cent scholarships and 30 per cent loans. The third category of needy students will receive 50 per cent scholarships, 30 per cent loans and 20 per cent of their fees will be

met by their families. The last category of the less needy students will receive 32 per cent scholarships, 48 per cent loans while their households will pay the remaining 20 per cent of the fees. Kindly be notified of this new development and spread the information to all the potential students so that they can benefit.

## **HELB LOANS/BURSARIES**

The HELB Loans applications for TVET is regularly on and parents can pay a portion of fees and apply for the HELB loans. Occasionally there are delays in disbursement of HELB Loans and Bursaries. Nevertheless, we continue serving our trainees on a promise that such allocation would eventually be disbursed so as to ease fees burden. Parents should encourage their sons and daughters to use the loan facility to clear their fees balances. Alternatively such fees shall be cleared by parents/guardians.

## **COURSE WORK MARKS**

Students who absent themselves from class and examinations without any good reason shall not have course work marks to be forwarded to KNEC. This means they will sit for KNEC exams but they will not get their results until the marks are forwarded to Kenya National Examinations Council (KNEC).

## **INDUSTRIAL ATTACHMENT**

Every student is expected to proceed for a three months' industrial attachment after every KNEC examination to enable them fully actualize the concepts learnt in class. Encourage your son or daughter to use this period appropriately to make them more competitive in the job market. Those who miss to be attached must proceed for the same in the following term. Logbooks and attachment introduction letter can be downloaded from college MIS.

## **END OF TERM EXAMINATION RESULTS**

The students did their end of term/stage examination and their results are available online for collection/printing as from **Monday, 7<sup>th</sup> August 2023**. Students can access and download their results from **Intellimis.com** system by logging in through 'Student Login.' Discuss the results with the student and where necessary the parent can visit the College to discuss the same with the concerned trainers. Supplementary exams are scheduled for **Second week** after opening. Students must therefore ascertain their results **BEFORE OPENING** to determine whether they have any supplementary exams or not. The students who fail to sit supplementary exams will have no course work marks to be sent to KNEC.

## **DISCIPLINE**

Discipline is the key to success and it is important that we guide the students and advise them on friends they interact with while out of college premises. Students are required to dress decently. We are concerned that some students absent themselves without valid reasons. Some students are even absenting themselves during examinations. It is important to note that examining bodies have minimum requirements for class attendance and if this is not met the student shall not be registered for exams. Parents should follow up and give information to the College in case a student is unable to attend classes.

Absenteeism without permission shall be treated as a case of indiscipline.

All students who fail to sit any examinations **WITHOUT A WRITTEN GOOD REASON before exams** are not allowed to proceed to the next stage and shall pay Khs. 1000/- for administration of the special exams in place of the missed papers. One must also attend at least 75% of all classes in order to be allowed to sit exams. On the same note, students who fail to attain the set pass-mark must sit supplementary exams.

## HOSTELS AND MEALS

The College makes arrangements for hostels with the stakeholders every term so as to guarantee accommodation to all our trainees. As a parent, you are advised to get information where your son or daughter is residing. Students of opposite gender are disallowed to reside in common premises. The College has also negotiated with stakeholders to provide meals for the students at affordable rates. There is a Pay-As-You Eat (PAYE) catering service programme inside the college offering essential catering services, first and foremost to students, college employees, college guests and walk-in-visitors, which provides meals across the week. The dining hall is open for three meals per day at subsidized and affordable pocket-friendly prices. The Menus are diverse and flexible to match your preferences. You are advised to provide your sons/daughter with funds to finance their meals.

## REGISTRATION OF KNEC EXAMINATION FOR NOVEMBER 2023 SERIES

All CANDIDATES who are expected to sit for **November 2023 KNEC Examination** series are required to pay examination fees by **25<sup>th</sup> August 2023** to facilitate registration and avoid frustration of being locked out. No sending of exam registration documents via social media or any other person. Candidates are required to deliver exam registration documents in person and sign delivery sheet in the Examinations Office once cleared by respective offices. Those sitting KNEC exam in the following term should have with them ALL copies of exam registration documents in good time to avoid frustrations. The KNEC fees for various students is:

S/N	COURSE CODE	COURSE	MODULE	BASIC FEE	FEES/PAPER	NO. OF PAPERS	PRACTICAL FEE (MATERIALS)	PROJECT FEE	PRACTICAL FEE	TOTAL (KSH)
1	0305	ARTISAN IN PLUMBING	TEP	480	500	5	4000	400	400	7,780
2	0304	ARTISAN IN MASONRY	TEP	480	500	5	4000	400	400	7,780
3	0202	ARTISAN IN ELECTRICAL INSTALLATION	TEP	480	500	5	4000	400	400	7,780
4	1305	CRAFT IN PLUMBING	TEP	1200	1000	6	4000	450	450	12,100
5	1704/1	CERTIFICATE IN BUILDING TECHNOLOGY	I	1200	1000	6	4000	-	450	11,650
6	1704/2	CERTIFICATE IN BUILDING TECHNOLOGY	II	1200	1000	6	4000	450	450	12,100
7	2707/1	DIPLOMA IN CIVIL ENGINEERING	I	1500	1350	5	-	-	-	8,250
8	2707/2	DIPLOMA IN CIVIL ENGINEERING	II	1500	1350	5	-	-	-	8,250
9	2707/3	DIPLOMA IN CIVIL ENGINEERING	III	1500	1350	5	-	450	-	8,700
10	2601/1	DIPLOMA IN ELECTRICAL & ELECTRONICS ENGINEERING	I	1500	1350	6	-	-	-	9,600
11	2601/2	DIPLOMA IN ELECTRICAL & ELECTRONICS ENGINEERING	II	1500	1350	5	-	-	-	8,250
12	2601/3	DIPLOMA IN ELECTRICAL & ELECTRONICS ENGINEERING	III	1500	1350	6	-	450	-	9,600
13	2705/1	DIPLOMA IN BUILDING TECHNOLOGY	I	1500	1350	5	-	-	-	8,250
14	2705/2	DIPLOMA IN BUILDING TECHNOLOGY	II	1500	1350	5	-	-	-	8,250
15	2705/3	DIPLOMA IN BUILDING TECHNOLOGY	III	1500	1350	5	-	450	-	8,700
16	2501/1	DIPLOMA IN MECHANICAL ENGINEERING	I	1500	1350	6	-	-	-	9,600
17	2501/2	DIPLOMA IN MECHANICAL ENGINEERING	II	1500	1350	6	-	-	-	9,600
18	2501/3	DIPLOMA IN MECHANICAL ENGINEERING	III	1500	1350	6	-	450	-	10,050
19	1501/1	CRAFT IN MECHANICAL ENGINEERING	I	1200	1000	5	-	-	-	6,200
20	1501/2	CRAFT IN MECHANICAL ENGINEERING	II	1200	1000	7	4000	450	450	13,100
21	1601/1	CRAFT IN ELECTRICAL AND ELECTRONICS ENGINEERING	I	1200	1000	6	4000	-	-	11,200
22	1601/2	CRAFT IN ELECTRICAL AND ELECTRONICS ENGINEERING	II	1200	1000	7	4000	450	450	13,100
23	1405	CRAFT CERTIFICATE IN GENERAL AGRICULTURE	TEP	1200	1000	6	-	450	-	7,650
24	2425/1	DIPLOMA IN GENERAL AGRICULTURE	I	1500	1350	4	-	-	-	6,900
25	2425/2	DIPLOMA IN GENERAL AGRICULTURE	II	1500	1350	4	-	-	-	6,900
26	2425/3	DIPLOMA IN GENERAL AGRICULTURE	III	1500	1350	5	-	450	-	8,700
27	1903/1	CRAFT IN SUPPLY CHAIN MANAGEMENT	I	1200	1000	7	-	450	-	8,650
28	1903/2	CRAFT IN SUPPLY CHAIN MANAGEMENT	II	1200	1000	6	-	450	-	7,650
29	2903/1	DIPLOMA IN SUPPLY CHAIN MANAGEMENT	I	1500	1350	8	-	450	-	12,750
30	2903/2	DIPLOMA IN SUPPLY CHAIN MANAGEMENT	II	1500	1350	6	-	-	-	9,600
31	2903/3	DIPLOMA IN SUPPLY CHAIN MANAGEMENT	III	1500	1350	7	-	450	-	11,400
32	1908/1	CRAFT IN HUMAN RESOURCE MANAGEMENT	I	1200	1350	4	-	450	-	7,350
33	1908/2	CRAFT IN HUMAN RESOURCE MANAGEMENT	II	1200	1350	6	-	450	-	10,050
34	2908/1	DIPLOMA IN HUMAN RESOURCE MANAGEMENT	I	1500	1350	5	-	450	-	8,700
35	2908/2	DIPLOMA IN HUMAN RESOURCE MANAGEMENT	II	1500	1350	4	-	-	-	6,900
36	2908/3	DIPLOMA IN HUMAN RESOURCE MANAGEMENT	III	1500	1350	6	-	450	-	10,050
37	2906/1	DIPLOMA IN BUSINESS MANAGEMENT	I	1500	1350	6	-	450	-	10,050
38	2906/2	DIPLOMA IN BUSINESS MANAGEMENT	II	1500	1350	6	-	-	-	9,600
39	2906/3	DIPLOMA IN BUSINESS MANAGEMENT	III	1500	1350	7	-	450	-	11,400
40	1920/1	CRAFT CERTIFICATE IN ICT	I	1200	1000	7	-	450	-	8,650
41	1920/2	CRAFT CERTIFICATE IN ICT	II	1200	1000	4	-	450	-	5,650
42	2920/1	DIPLOMA IN ICT	I	1500	1350	7	-	450	-	11,400
43	2920/2	DIPLOMA IN ICT	II	1500	1350	6	-	-	-	9,600
44	2920/3	DIPLOMA IN ICT	III	1500	1350	5	-	450	-	8,700
45	1801/1	COMPUERISED SECRETARIAL STUDIES	I	1200	500	Varying	-	-	-	Varying
46	1801/2	COMPUERISED SECRETARIAL STUDIES	II	1200	550	Varying	-	-	-	Varying
47	1801/3	COMPUERISED SECRETARIAL STUDIES	III	1200	650	Varying	-	-	-	Varying
48	1410/1	CRAFT IN SOCIAL WORK & COMMUNITY DEVELOPMENT	TEP	1200	1000	7	-	-	-	8,200



**MINISTRY OF EDUCATION**  
**STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING**  
**CHUKA TECHNICAL AND VOCATIONAL COLLEGE**

P.O BOX 753 – 60400 CHUKA, EMAIL:- [chukatechnical@gmail.com](mailto:chukatechnical@gmail.com)

WEBSITE: [www.chukatechnicalcollege.ac.ke](http://www.chukatechnicalcollege.ac.ke)

Mobile: +254717694181/732996053,



### ADMISSION LETTER

**TO:** ..... **ADM. NO:** .....

I am pleased to inform you that you have been offered a chance to Study

The reporting date is ...**30<sup>th</sup> August 2023**... Admissions take place during working days from **8:00 a.m. to 5.0 p.m.**

#### FEES STRUCTURE 2023

COURSE	Term 1 (KSH)	Term 2 (KSH)	Term 3 (KSH)	Total (KSH)
Diploma in Business Courses, Certificate in Business Courses, Diploma, Certificate and Artisan in Technical Courses	23,000.00	18,000.00	15,420.00	<b>56,420.00</b>
	<b>23,000.00</b>	<b>18,000.00</b>	<b>15,420.00</b>	<b>56,420.00</b>

#### ALL NEWLY ADMITTED STUDENTS WILL PAY AN ADDITIONAL FEE OF:-

A: Registration Fee	500/-
B: Student Id Card	400/-
C: Caution Money	1000/-
D. Students Welfare	1200/-
E. KUCCPS Placement Fee	1500/-
<b>Total</b>	<b>4,600/-</b>

#### **N.B .Attachment fee Ksh. 2,000 (Payable before attachment)**

- Fees once paid is not refundable.
- Personal cheques or cash are not acceptable
- School fees is payable through bankers cheque, money order or banking slip for direct deposit to **CHUKA TECHNICAL AND VOCATIONAL COLLEGE - EQUITY BANK-CHUKA BRANCH A/C NO. 0140262845461 OR LIPA NA MPESA (PAYBILL BUSINESS NO. 247247 THEN ACCOUNT NO. 222990).**
- Ensure that name and ID No. of the student is written at the back of the cheque.
- Students will be advised on KNEC Examination fees to be paid i.e. one term preceding the examination period for all Technical courses and for Business courses.
- Students placed by KUCCPS will get Government capitation of Kshs. 30,000.00 per year.
- Students are advised to apply for HELB Loan.
- Hostels are available at the neighborhood. The College will assist you to find a room for accommodation.
- Students to provide their own meals or buy on a Pay as You Eat (PAYE) system.

#### LOCATION

The College is situated 8 km off Chuka Town and 5 Km off Chuka - Kaanwa Road in Tharaka Nithi County, Meru South Sub-County, Mariani Ward at Mwanjati. Please find attached joining instructions. **WELCOME TO CHUKA TECHNICAL AND VOCATIONAL COLLEGE.**

**PETER NJOROGE KAMAU RUBIA**  
**PRINCIPAL**

**PRINCIPAL**  
**CHUKA TECHNICAL & VOCATIONAL COLLEGE**  
 P. O. Box 753 - 60400, CHUKA  
 Date: .....

S/N	COURSE	LEVEL
1	Diploma In Building Technology	Module 1, 2 & 3
2	Diploma in Civil Engineering	Module 1, 2 & 3
3	Diploma in Mechanical Engineering (Production Option)	Module 1, 2 & 3
4	Diploma in Electrical and Electronic Engineering	Module 1
5	Diploma in Business Management	Module 1, 2 & 3
6	Diploma in Human Resource Management	Module 1, 2 & 3
7	Diploma in Supply Chain Management	Module 1, 2 & 3
8	Diploma in Agriculture	Module 1, 2 & 3
9	Diploma in ICT	Module 1, 2 & 3
10	Diploma In Quantity Survey	Module 1
11	Diploma In Banking And Finance	TEP
12	Diploma In Land Surveying	TEP
13	Diploma In Cooperative Management	Module 1
14	Diploma In Water Engineering	Module 1
15	Certificate in Building Technology	Module 1, 2
16	Certificate in Plumbing	TEP
17	Craft Certificate in ICT	Module 1, 2
18	Certificate in Electrical and Electronics Engineering (Power Option)	Module 1, 2
19	Certificate in Business Management	Module 1, 2
20	Certificate in Human Resource Management	Module 1, 2
21	Certificate in Supply Chain Management	Module 1, 2
22	Certificate in Computerised Secretarial Studies	Stage I, II & III
23	Certificate in Social Work and Community Development	Module 1, 2
24	Certificate in Mechanical Engineering (Production Option)	Module 1, 2
25	Craft Certificate in Agriculture	TEP
26	Certificate In Banking And Finance	TEP
27	Certificate In Cooperative Management	Module 1
28	Artisan in Electrical Installation and Electrical Wireman	TEP
29	Artisan in Welding and Fabrication	TEP
30	Artisan in Masonry	TEP
31	Artisan Certificate in Motor Vehicle Mechanics	TEP
32	Artisan in Plumbing	TEP
33	Artisan in Carpentry and Joinery	TEP
34	Artisan in General Agriculture	TEP
35	Artisan Certificate in Storekeeping	TEP
36	Artisan Certificate in Clerk-Typist	TEP
37	Artisan Certificate in Salesmanship	TEP
38	Diploma in Fashion Design and Clothing Technology	Module 1
39	Craft Certificate in Fashion Design and Garment Making	Module 1
40	Artisan Certificate in Fashion Design and Garment Making	TEP
41	Diploma in Hair Dressing and Beauty Therapy	Module 1
42	Craft Certificate in Hair Dressing and Beauty Therapy	Module 1
43	Artisan Certificate in Hair Dressing and Beauty Therapy	TEP
44	Certificate in Automotive Engineering	Module 1
45	Diploma in Automotive Engineering	Module 1
46	Diploma in Mechanical Engineering (Plant Option)	Module 1
47	Certificate in Mechanical Engineering (Plant Option)	Module 1
48	Computer Packages (3Months)	Beginner, Intermediate & Advanced
49	Certificate in Computer Aided Design (CAD) (3Months)	Beginner, Intermediate & Advanced
50	Diploma in Social Work and Community Development	Module 1
51	Certificate in Water Technology	Module 1
52	Certificate in Land Survey	TEP

**Minimum Requirements:**

Diploma: KCSE Grade C- (Minus) and above

Certificate: KCSE Grade D (Plain) and above

Artisan: KCSE Grade D- (Minus) and above  
or just KCPE Certificate



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 Mobile: +254717694181 OR 0732996053



**FEES STRUCTURE**

S/No	VOTE HEAD	GoK CAPITATION	TERM ONE	TERM TWO	TERM THREE	TOTAL PER ACADEMIC YEAR
1	School Equipment & Stores (S.E.S)	12,180	1,930	1,220	1,020	
2	Personal emoluments (P.E)	5,250	4,740	2,800	1,980	
3	Electricity, water and conservancy (E.W.C)	1,200	680	345	175	
4	Repair maintenance and improvements (R.M.I)	3,280	850	520	350	
5	Local transport and travel (L.T.&T)	1,110	1,500	920	620	
6	Activity	1,350	680	620	355	
7	Administration cost	1,430	850	460	260	
8	ICT Integration	1,400	500	300	200	
9	Insurance	900	480	345	175	
10	Library	900	500	200	100	
11	Development	1,000	290	270	185	
	<b>Total</b>	<b>30,000</b>	<b>13,000</b>	<b>8,000</b>	<b>5,420</b>	<b>56,420</b>

**Other payments**

**Kshs 500** Registration fee Payable once on admission

**Kshs 400** Student Id Card Payable once on admission

**Kshs 1000** Caution Money Payable once on admission

**Kshs 1,200** Student Welfare Payable once in an academic year

**Ksh 1,500** KUCCPS Placement fee Payable once on admission

**Ksh 2,000** Attachment fee Payable by the trainees in the industrial attachment

The **KNEC Examination fee** is not part of the tuition fee should be paid upfront as per individual course

**NOTE:**

- For Kenyan trainee approved by KUCCPS, he/she may qualify for Government capitation amounting to **Kshs 30,000.00** per year. The balance of **Kshs 26,420.00** may be applied from HELB or paid directly from parents/guardians/sponsors.

**NB: In the event the capitation is not paid, trainees will be expected to cater for the whole amount.**

- All fees to the college must be paid on the reporting/opening day of the term/semester. Payment **MUST** be in form of banker's cheque or deposited on the fees collection account:

S/no	Account Number	Account Name	Bank name & Branch
1	0140262845461	Chuka Technical And Vocational College	Equity Bank-Chuka Branch

**PETER NJOROGE RUBIA KAMAU**  
**PRINCIPAL**

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**CHUKA TECHNICAL & VOCATIONAL COLLEGE**  
 P. O. Box 753 - 60400, CHUKA  
 Date:.....