



LETTER OF ADMISSION

TO : ADM. NO:

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

The reporting date is **5th January to 7th January 2026**

following your placement in this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your programme, the deficit will be met by your parent/guardian. Apply for funding before the deadline or reach out to the college for assistance in carrying out the application. You can apply for the funding before reporting by using your ID number/CTVC e.g. 12345678/CTVC as your admission number. This shall be changed after admission.

MODULAR FEES STRUCTURE

S/N0	VOTE HEAD	TERM ONE	TERM TWO	TERM THREE	TOTAL PER ACADEMIC YEAR
1	Tuition	12,213	12,213	12,213	36,639
2	Personal emoluments (P.E)	4,293	4,293	4,293	12,879
3	Electricity, water and conservancy (E.W.C)	1,316	1,316	1316	3,948
4	Repair maintenance and improvements (R.M.I)	1,511	1,511	1,511	4,533
5	Local transport and travel (L.T.&.T)	1,316	1,316	1,316	3,948
6	Activity	1,085	1,085	1,085	3,255
7	Medical	666	666	666	1,998
8	Materials fee	9,600	9,600	9,600	28,800
9	Assessment fee	3,000	3,000	3000	9,000
	Total	35,000	35,000	35,000	105,000

Other payments

- Kshs 500 Registration fee Payable once admission
- Kshs 400 Student Id Card Payable once on admission
- Kshs 1,000 Caution Money Payable once on admission
- Kshs 1,200 Student Welfare Payable once in an academic year
- Ksh 1,900 Administrative cost
- Ksh 3,500.00 Attachment fee Payable (Payable before attachment)

NOTE:

1. Following your placement in this College, you are eligible for a Government scholarship, loan and Bursary to assist with your education expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the Government scholarship, loan and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

Fees Collection Account

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

NEW TRAINEES TO USE LIPA NA MPESA (PAYBILL BUSINESS NO. 247247 THEN ACCOUNT NO. 0140262845461



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

PETER NJOROGE RUBIA KAMAU
PRINCIPAL



THE M. O. H

.....
.....

THE PRINCIPAL
Chuka Technical and Vocational College
P O Box 753- 60400,
CHUKA

MEDICAL CERTIFICATE OF FITNESS

This is to certify that (Trainee name) invited to take
..... (Course) in your college has been checked on the fitness, thus:

1.	Eyes and Visions	
	Unaided Right	Left
	Aided right	Left
	Colour Blind	
	Visual Field	
2.	Nose and Throat	
	Is Nosal Breathing Habitual? Adenoids?	
3.	Ears	Right
	Hear Voice	Left
4.	Mouth and Teeth	
5.	Glands in the Neck	
6.	Check Heart, Lungs with special reference to any tubercular tendencies	
7.	Spinal Column	
8.	Urine	
	Stool	
9.	Spleen Liver	
	Piles and Varicose veins	
10.	Any other weakness defects or disease e.g Cholera other Nervous disorder	
	Veneral disease or Rheumatic tendency	
11.	If one is desirable in any special direction	
	Please give particulars (General Observations)	
12.	Pregnancy	

Signature & Rubber stamp of registered medical practitioner

Address

Date

This form **must** be completed by a registered doctor. Payment for the examination is sole responsibility of the applicant.



TRAINEE PERSONAL DATA FORM

1. PERSONAL DETAILS

Name: ID NO: TEL:

KRA PIN: Date of Birth: County:

Sub-County: Constituency:

Location: Nearest Police Station:

Sub Location: Village/Estate:

KCPE INDEX NO..... YEAR OF KCPE..... Marks/Grade.....

KCSE INDEX NO..... YEAR OF KCSE..... Grade.....

BIRTH CERTIFICATE NO.....

PRIMARY SCHOOL POSTAL ADDRESS..... CODE..... TOWN.....

SEC SCHOOL POSTAL ADDRESS..... CODE..... TOWN.....

2. Marital Status:

Name and Address of spouse (if married):

3. Parental Details

(a) Father's Name: ID NO: (Attach photocopy if alive)

Deceased or alive: Occupation Tel: KRA PIN:.....

(b) Mother's Name: ID NO: (Attach photocopy if alive)

Deceased or alive: Occupation Tel: KRA PIN:.....

4. Guarantors

Guarantee to pay fees (**If not parents**, State relationship & occupation), including HELB Loan guarantor.

Name: Relationship: Occupation..... KRA PIN.....

Address ID..... Tel: Signature

5. Give names and address of at least two persons who can be contacted in case of emergency.

Name:	Relationship	Tel Number/ Address
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a)
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b)
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6. Do you suffer from any impairment and or disability? If yes, give details:

.....

9. The parent/Guardian/Sponsor will offset the expenses incurred upon admission in any hospital.

BASIC (COMPULSORY) REQUIREMENTS DURING ADMISSION

Admission Requirements for ALL NEW Trainees

Original and copy of KCSE certificate / results slip.
Original and copy of secondary school leaving certificate
Original and copy of birth certificate.
1 recently taken passport size photograph.
Original and copy of National Identity card (if above 18yrs).
Original and copy of KCPE certificate
Original and copy of KRA PIN certificate
Fully filled admission letter

Level 6 (Diploma): K.C.S.E Grade C- (Minus) and above
Level 5 (Certificate) :K.C.S.E Grade D (plain) and above
Level 4 (Artisan) :K.C.S.E Grade E and above
Level 3 : K.C.P.E Certificate

COURSE REQUIREMENTS ON ADMISSION

BASIC REQUIREMENTS FOR ALL COURSES OFFERED IN COLLEGE

- 1 dozen A4 200 pages exercise books
- Scientific calculator
- Enough pens & four HB Pencils
- Aim Ruler, spring file and a Notebook

DIPLOMA, CERTIFICATE & ARTISAN IN ENGINEERING COURSES

1. Pencils 2B, HB, 2H
2. College 4 figure Mathematical tables (SMP)
3. T-Square 600mm
4. ½ “ Masking Tape
5. 1 Spring File and a Notebook
6. Engineering Drawing Set
7. Set Square (30 – 60) , (45 - 45)
8. A2 Size Drawing Board
9. Plumb bob, line & building trowel for **Certificate in Building & Artisan in Masonry**

EXTRA ITEMS FOR ALL ELECTRICAL ENGINEERING COURSES

- (a) Phase tester
- (b) Bending spring (20mm)
- (c) Pliers (medium size)
- (d) Screw driver(flat and star) with insulating rubber medium size
- (e) Electrician knife
- (f) Hack saw blade
- (g) Multi-Meter
- (h) Spirit level (300mm)

- (i) Tape measure (3m)
- (j) Ball pen hammer (medium size)
- (k) Soldering gun, Solder sucker and Soldering gun holder
- (l) Navy blue dust coat
- (m) Safety boots

BEAUTY THERAPY ITEMS

- i) Apron (Royal blue)
- ii) Dust coat(white)
- iii) Towel (salon size)3
- iv) Face towel 3
- v) Dummy
- vi) Afro comb 2
- vii) Matanda comb 1
- viii) Wooden tail comb 2
- ix) A₄ 200 PAGES
- x) *NEEDLE*
- xi) ENAMEL (NAIL POLISH) Base coat, top coat)
- xii) Cotton wool
- i) Eye pencil (shades brown and black)
- ii) Make up kit
- iii) Shampoo 1 litre
- iv) Conditioner 1 litre

FASHION DESIGN REQUIREMENT

- Dust coat –white
- Tape measure
- Tracing wheel
- Seam ripper
- Drawing book(plain)
- Ream of A₄ papers (printing)
- French curves
- Hund needle
- Set square ruler
- 30 cm ruler

ICT REQUIREMENTS

- i) Flash disk 32gb/16gb and above

AGRICULTURE REQUIREMENTS

- Gumboots
- Overall (green)
- Tape measure 10metres
- Gardening gloves

HOSPITALITY REQUIREMENTS

- i) Chef jacket(white)
- ii) Chef hat(white)
- iii) Black trousers/skirt
- iv) Kneck chef(red)
- v) Black flat closed shoes
- vi) 2 kitchen towels
- vii) Oven gloves
- viii) Gas lighter
- ix) 3 exercise books

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES OF CHUKA TVC

1.0 PREAMBLE

- 1.1 These rules and regulations are formulated in accordance with the provisions of the Education Act (Cap 211 Laws of Kenya), whose objective and purpose is to provide control, governance and administration of trainees of Chuka Technical and Vocational College.
- 1.2 The regulations shall be binding to every trainee of Chuka Technical and Vocational College, upon registration and so long as such trainee remains registered.
- 1.3 These rules and regulations shall apply with respect to the conduct of trainees within and so far as applicable outside the College.
- 1.4 (a) Before admission, every trainee shall be required to read these regulations and to sign the declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
(b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.
- 1.5 For the purpose of these regulations, the term “trainee” means and includes; any person who has been formally admitted to a course of study within the Chuka TVC.
- 1.6 The College reserves the right to revise these rules and regulations without prior notice.

2.0 GENERAL RULES AND REGULATIONS

2.1 ACADEMIC

- 2.1.1 All trainees are required to attend all the class sessions punctually and attain a **minimum of 75%** of the total allocated contact time with their trainers.
- 2.1.2 **Formative assessment, CATs, Assignments, end of session assessment** are compulsory for all trainees’ failure to which one will not be registered for **CDACC Exams (External Exams)**;
- 2.1.3 Cheating in examinations under any circumstances is a serious offence that attract the results to be nullified hence sit for a special paper (s) upon paying kshs 500 per paper.

2.2 DISCIPLINE

- 2.2.1 Trainees are strictly prohibited from carrying weapons in and outside the College.
- 2.2.2 At no time in college should a trainee take alcohol, smoke cigarettes or be known to abuse any other drug;
- 2.2.3 No trainee should be involved in a fight. Any degree of provocation should be reported immediately;
- 2.2.4 All trainees should respect all forms of authority in the College – i.e leaders, Trainers, support staff and visitors
- 2.2.5 No trainees should pass through the fence; the only entry is through **the gate** with **valid school ID**
- 2.2.6 Littering of the compound is prohibited (use provided dustbins)

2.3 LEAVE OF ABSENCE

- 2.3.1 The College shall grant leave of absence on the following grounds

- | | |
|---------------------|---------------|
| i. Sick leave | Special leave |
| ii. Maternity leave | |

The request shall be supported by documentary evidence. In all cases of absence from classes on account of illness and maternity, a medical document(s) shall be submitted to the Dean of trainees

2.4 PROTECTION OF TRAINEE FROM SEXUAL ABUSE

- 2.4.1 Pornographic materials e.g magazines, CD's/DVD's/online sites are prohibited in the College;
- 2.4.2 Visiting trainer's house by trainees is prohibited
- 2.4.3 All forms of abuse may it be sexual, assault, inducement; threats or violence, exposing pornographic materials etc is not allowed. Any such abuses should be reported to the administration immediately;
- 2.4.4 Gay and Lesbian relationship are prohibited in the College

2.5 DRESSING

- 2.5.1 Trainees should always be decently dressed. In the compound we do not expect trainee in revealing clothes;
- 2.5.2 Trainees should be dressed in the right workshop attire during workshop lessons;
- 2.5.3 All trainees are required to comply with the College code of dressing and wear appropriate attire in school compound
- 2.5.4 Therefore, the following though not exhaustive, would be considered as inappropriate dress and/ or appearance:

Male Trainees

- i. Un kept Rasta/dreadlocks
- ii. Vests that show bare chest
- iii. Hats/ caps in classes, offices and formal meeting

Female Trainees

Below is prohibited:

- i. Tumbo cut (exposing their belly and naval)
- ii. Bare backs (exposing their backs)
- iii. Miniskirts (any skirt above the knee line)
- iv. Dresses/ blouses with neckline running down more than 4inches
- v. Body tight trousers
- vi. See through clothes

2.6 MEETINGS

- 2.6.1 Any form of meeting should be held in consultation with the administration. ie illegal (uncertified) meetings are prohibited.

2.7 TIME SCHEDULE FOR THE WEEK

- 2.7.1 Monday - Friday attendance to classes and research in the library
- 2.7.2 Saturday, Sunday and public holiday: free, however tuition activities such as tests, meetings etc. may be scheduled when necessary
- 2.7.3 Attendance of all official assemblies and meetings is compulsory
- 2.7.4 Library rules and regulations will be made available and may be amended from time to time

2.8 VANDALISM

- 2.8.1 Destroying of College property will lead to disciplinary action
- 2.8.2 No trainees should carry any item from the College's designated areas. Such a trainee shall be dealt with by the disciplinary committee

2.9 TRESPASSING

- 2.9.1 Any trainee found in areas out of bound for trainees without permission of the offices concerned will lead to disciplinary action. Such areas include but not limited to kitchen offices and workshops/computers labs in the absence of trainer(s)

2.10 LEADERSHIP

- 2.10.1 A trainee leader must be a person of integrity;
- 2.10.2 A trainee leader who is implicated in a discipline case automatically loses the leadership position;
- 2.10.3 Any trainee leader who is found intimidating the trainees in any way shall lose the position of leadership automatically

2.11 VOLATILE/FLAMMABLE MATERIALS

- 2.11.1 No flammable materials should be found within the College's compound

2.12 INCITEMENT

- 2.12.1 Any trainee found inciting other trainees will be dealt with by the disciplinary committee. Any form of communication should be channeled using the formal channels of the College

2.13 SOCIAL MEDIA

- 2.13.1 Trainees are expected to use the social media carefully and responsibly. A trainee should not post derogatory comments about other individuals of the college on the social media or indulging in any such related activities having grave ramifications on the reputation of the college or a college member

2.14 MISCELLANEOUS PROVISIONS

- 2.14.1 College facilities such as a hall, lecture theatre and common rooms may not be used by trainers for business, meetings and parties without written approval of the D. O.T.
- 2.14.2 College letter headed papers should not be used for personal correspondence.

2.15 RULES FOR CLUBS AND SOCIETIES

- 2.15.1 Clubs and societies may be formed for the advancement of the functions and objectives of the College.
- 2.15.2 No club or society shall be formed based on ethnic lines
- 2.15.3 Clubs and societies shall be self-supporting in all financial matters.

2.16 CHANNELS OF COMMUNICATION

- 2.16.1 *Academic matters* -> class representative -> class in charge trainer -> Academic HOD -> Deputy Principal Academic -> Principal
- 2.16.2 *Welfare matters* -> trainees Council -> Dean of Trainees -> Deputy Principals (Academic/Administration) -> Principal.

2.17 FREEDOM OF WORSHIP

2.17.1 Each trainee is free to practice his or her faith but should be aware of the rights of others to do so. Religious groups wishing to utilize the College facilities must obtain the right of entry from the Dean of trainee.

3.0 DISCIPLINARY PROCEDURES

- 3.1 In the event of any act of indiscipline, an immediate Disciplinary action shall be taken by any officer authorized by the College Administration, and reported to the Disciplinary committee thereafter
- 3.2 For further disciplinary action, the matter shall be reported and dealt with by the disciplinary committee.
- 3.3 All appeals against the decisions of the disciplinary committee shall be made to the Principal.
- 3.4 The Principal may refer the matter to the BOG for further disciplinary action.
- 3.5 The decision of the disciplinary committee shall be communicated to the trainee and the Principal.
- 3.6 Trainees may be suspended without any written warning if the behavior is considered dangerous to wellbeing of the community.

4.0 PENALTIES

- 4.1 The disciplinary committee shall have power to recommend one or more of the following penalties;
 - 4.1.1 Verbal warning;
 - 4.1.2 Letter of warning or reprimand;
 - 4.1.3 The payment of damage commensurate with nature and gravity of the offence committed.
 - 4.1.4 Suspension from the College for a period of not more than 14 days.
 - 4.1.5 Withdrawal of certain admission.
 - 4.1.6 Handing over the matter to the police/DCI in case of criminal offenses.

5.0 CONSENT BY TRAINEE

I have **read** and **understood** the **rules and regulations**, and **I agree/I do not agree** (*tick as applicable*) to **abide** by them as long as I am a **trainee in Chuka Technical**.

Trainees' Name **Adm No..... Course**

.....
Signature **Date.....**

Witnessed by:

Parent/Guardian Name **Signature**
Date.....



PHOTO AND VIDEO CONSENT FORM

Chuka Technical and Vocational College occasionally captures photographs and video recordings during official events, training sessions, and other college activities for documentation, publicity, and educational purposes.

These materials may be used on the college's official website, social media platforms, newsletters, reports, or other promotional publications.

By signing this form, I confirm that I have read and understood the information provided and give consent to Chuka Technical and Vocational College (Chuka TVC) to use my image, likeness, and/or voice recordings for the above purposes.

CONSENT AGREEMENT

I, the undersigned, hereby grant permission to Chuka Technical and Vocational College to record, photograph, and/or publish images and videos of me taken during the stated event or activity.

I understand that:

The materials may be used in print, digital, or electronic media for official college purposes.

My participation is voluntary, and I will not receive any compensation for the use of my image or recordings.

The college will handle all materials respectfully and will not use them in a manner that misrepresents me or the institution.

CATEGORY (Tick One):

☐ Staff ☐ Student

Full Name: _____

Department/Section: _____

ID/Admission Number: _____

Signature: _____

Date: _____

Authorized by:

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

Peter Njoroge Rubia Kamau
Chief Principal/BOG Secretary



GoK EDUCATION SCHOLARSHIP AND LOANS

Hello Chuka TVC prospective Trainee,

The reporting date for **Jan 2025 Intake** is from **5th Jan 2025 to 7th Jan 2025** You are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your programme, the deficit will be met by your parent/guardian.

REQUIREMENTS FOR APPLICATION OF GOVERNMENT SCHOLARSHIP, LOANS AND BURSARIES

1. A valid email address (preferably gmail)
2. Valid telephone number (must be registered in your name to apply for a loan)
3. KCPE and KCSE index numbers and year of examination
4. Passport size photograph
5. Copy of your National ID (for loan application)
6. College admission letter
7. Your parents' registered telephone numbers
8. Your parents' national ID numbers
9. Death certificate if any of your parents is deceased
10. Your birth certificate
11. Two guarantors' (can be your parents) ID numbers and registered telephone numbers (for loan application)
12. Copy of the sponsorship letter if you were sponsored in secondary school

The funding in terms of Trainee categories

FINANCING	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5
Scholarship	70%	60%	50%	40%	30%
Loan	22.5%	28%	32%	38%	43%
Household	7.5%	12%	18%	22%	27%
GoK Financing %	100%	100%	100%	100%	100%
UPKEEP	KSH: 18,600	KSH: 17,600	KSH:15,600	KSH: 14,600	KSH: 13,600

Hurry up to beat the deadline. Our officers are ready to assist our Trainees in the application process. Reach out to the following contacts for assistance:

0717 694 181 or write to chukatechnical@gmail.com

Kindly check our website, brochures and admission letters for various courses on offer and qualifications. You are welcome to train with us.

PETER NJOROGI R. KAMAU

PRINCIPAL



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

MODULARIZED COURSES OFFERED AT CHUKA TECHNICAL COLLEGE

S/No	Building Department	Level
1	Building Technician	5
2	Building Technician	6
3	Civil Engineering	6
4	Water Engineering	6
5	Land Survey	6
6	Land Survey	5
7	Plumbing	5
8	Plumbing	4
9	Masonry	4
	ICT Department	Level
1	ICT Technician	4
2	ICT Technician	5
3	ICT Technician	6
	Business Department	Level
1	Office Administration	5
2	Office Assistant	4
3	Social Work And Community Development	6
4	Social Work And Community Development	5
5	Banking And Finance	6
6	Business Management	6
7	Business Management	5
8	Human Resource Management	6
9	Human Resource Management	5
10	Supply Chain Management	6
11	Store Keeping	4
	Hospitality, Institutional Management, Fashion and Design	Level
1	Fashion Design Management	6
2	Fashion Designer	5
3	Fashion Designer	4
4	Hair Dressing	6
5	Hairdressing	5
6	Hairdressing	4
7	Beauty Therapy	6

8	Beauty Therapy	5
9	Beauty Therapy	4
10	Hair Dressing	3
11	Beauty Therapy	3
12	Beauty Therapy	Grade 1
13	Beauty Therapy	Grade 2
14	Beauty Therapy	Grade 3
15	Hair Dressing	Grade 1
16	Hairdressing	Grade 2
17	Hairdressing	Grade 3
18	Food Production	5
19	Culinary Arts	6
20	Baking Technology	5
21	Baking Technology	6
	Mechanical Department	Level
1	Mechanical Production Technician Engineering	6
2	Mechanical Production Technician Engineering	5
3	Automotive Technician	5
4	Automotive Technician	6
5	Automotive Technician	4
6	Automotive Technician	3
7	Welding and fabrication	6
8	Welding and fabrication	5
9	Welding and fabrication	4
10	Welding and fabrication	3
	Electrical Department	Level
1	Electrical Engineering	6
2	Electrical operation(power option)	5
3	Electrical Installation	5
4	Electrical Installation	4
5	Electrical Installation	3
	Agriculture Department	Level
1	Agriculture Extension	6
2	Agriculture Extension	5
3	Agripreneurship	5
4	Agripreneurship	4
5	Sustainable Agriculture	5