



KENYA TECHNICAL TRAINERS COLLEGE
ISO 9001:2008 CERTIFIED
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21 November 2017

END OF THIRD TERM 2017 NEWSLETTER

Dear Parent/Guardian/Sponsor

1. RECEIVE GREETINGS

I am pleased to let you know that we had a very successful third term and our academic programs ran smoothly. The term was quite busy. The college administration would however want you to take note of the following:

- Third term 2017 closes on 24 November 2017 with all students leaving on Saturday 25 November 2017.
- The opening date for First Term 2018 is 9 January 2018 starting at 8:00 am.

2. STUDENTS ACTIVITIES DURING THE TERM

- Third term KETISA games shall take place in KTTC between 12 October 2017 and 16 October 2017. The college was position two (2) overall out of twenty three (23) colleges that participated in the games.

3. EXAMINATIONS.

- November 2017 KNEC examinations started on 15 November and to be completed on 24 November 2017.
- Internal examination started on 13 November 2017 and to be completed on 24 November 2017

4. TERMLY OF STUDENTS REGISTRATION.

It was noted that some students do not take the termly registration seriously. Students are hereby reminded that failure to register at the beginning of each term will lead to:

- Assumption that the student has not reported back to college after the holiday and the college administration will close the student's account within the college management system.
- Barring the student from sitting for examinations at the end of the term for the student's failure to meet the 75% class attendance as spelt out in the college academic policy.

The registration for First Term 2018 will be on 9 January 2018 when the college opens. All students **MUST** register with the registrar's office before attending classes within the **FIRST TWO WEEKS** of the term. The registration will close on 19 January 2018 and no registration extension shall be provided whatsoever.

5. FEES.

It has observed that a number of students do not pay fees on time. Please **note that**:

- Fees should be paid in full on the reporting day.
- Students with fees arrears will not access college services as their accounts will have been deactivated.
- No teaching practice or industrial attachment assessment will be done for students with fees arrears.
- Each student is advised to ensure that they liaise with their heads of department and the finance office to ensure that they take home the correct fees statement.
- Parents and guardians are advised to pay tuition and meal fees directly to college account. Accommodation fees of KES 7,800.00 will be paid in the college finance office on the reporting day in cash.

6. HELB BURSARY AND LOANS

The Government of Kenya through Higher Education Loans Board (HELB) is sponsoring the students' fees through TVET HELB bursary and loans. All students are strongly advised to make application for the bursary as the funds are available to successful applicants.

7. COLLEGE ACCOMMODATION.

It was observed that some students were not adhering to the boarding regulations. It should therefore be noted that:

- KTTC has limited bed capacity and accommodation is offered on first come first serve basis upon payment of full school fees.
- Those who miss accommodation are advised to seek alternative accommodation outside KTTC.
- Students are advised that room occupancy is strictly two or four students per room as per the college accommodation policy.
- Visits to the opposite gender hostels is not acceptable.
- In First term 2018, Students are advised not to deposit the accommodation money in the college account but instead should pay in cash directly to the cashier. This will minimize the inconveniences caused to students by the long process of refunding money to those who miss accommodation.

8. MEALS

The college adopted the Pay As You Eat (PAYE) system since the month of September 2017. This has improved the service delivery and management in the Kitchen.

The students are expected to pay meal fees in the finance office to enable them access meals in the dining hall. The students are expected to choose what to eat from the Menu provided.

9. REFUND

Refund for accommodation shall be carried out in the first month of each term only for the sponsored students.

10. SECURITY.

Students are advised to take collective responsibility and arrest any insecurity that may threaten the peaceful environment in the college. Strangers should be reported to the administration as everybody is expected to keep law and order. Students are advised to produce their college Identification card at the main gate whenever asked by the security personnel and cooperate with the security for the regular checks.

11. DISCIPLINE.

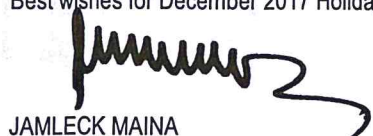
There were a few challenges observed as far as discipline is concerned. It should therefore be noted that:

- The college prohibits any involvement in drugs and alcohol. Students are strongly advised against taking, possessing or selling drugs and alcohol as the college is an alcohol and drug free zone.
- Students are advised to groom themselves well by dressing decently and avoiding any form of provocative dressing.
- Students are advised to have self respect, respect for one another and respect for their seniors and authority in order to avoid conflicts.
- Attendance of classes is compulsory for all students and any absenteeism requires the student to seek leave of absence through the right procedure.

10. CONCLUSION:

I wish all the students and their Families Happy Christmas Holiday break.

Best wishes for December 2017 Holidays and the Peace of God and His blessing be with you always


JAMLECK MAINA
CHIEF PRINCIPAL