

BONDO TECHNICAL TRAINING INSTITUTE



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CIRCULAR TO PARENTS/GUARDIANS/SPONSORS - September 9, 2016

1. PREAMBLE

Students of Bondo Technical Training Institute opened on **Monday September 5th 2016**. I wish to thank all the parents/guardians/sponsors for choosing this institution to have your sons and daughters admitted here to acquire quality training. I appreciate the efforts made by the parents/guardians/sponsors in taking care of the students while at home. This is a concerted effort that we are called upon to mould and nurture them to become responsible citizens. I also want to thank you for the financial support given to enable us run daily operations. I make a special appeal to all of you to pay fees on time to enable learning to start as scheduled in **September, 2016**. However, it is with deep disappointment that some parents/guardians/sponsors do not honour their pledges.

We do encourage needy students to apply for **HELB Loan/ Bursary**. In order to assist students complete **HELB Loan/Bursary Application forms**, parents/guardians/sponsors are requested to assist the students they sponsor at the Institute obtain the following supportive relevant documents:

- KRA PIN Certificates
- Death Certificates (In case of orphans)
- Burial Permits and any other.

2. TERM DATES AND REGISTRATION

- 2.1.** The Institute opened on Monday, 5th September, 2016. **Orientation** for New Students will always be **the first Friday of the opening week**.
- 2.2.** ALL Students **MUST** register with their respective departments upon arrival even if they have no fee balances. Classes will always commence **the first Wednesday of the opening week**.
- 2.3.** **Principal's meeting** with all students shall always be held in the **third week** after opening. The date shall be communicated.
- 2.4.** The last date for **admission of new students; registration, deferment and change of course** will be strictly **Monday, 3rd October, 2016 at 3pm**. Those who will not have **registered or deferred or changed their course programmes** and signed the nominal roll within the first **FOUR weeks** from the date of opening will be assumed to have voluntarily withdrawn from

their courses. **They will be deregistered. September - November, 2016 Term officially ends on Friday, 25th November, 2016.**

2.5. All sponsors and students are advised to observe these dates.

3. INSTITUTE FEES

3.1. In order to streamline operations and improve efficiency in service delivery, the Institute fees shall be paid in two installments **ONLY** as outlined in the Fees Structure.

3.2. The Current Fees Structure is posted in our website. However, Fee structure may be revised where applicable. The total fee for the whole year is **35,000/=** for **Business Courses** and **37,000/=** for **Technical Courses**. Fees can be paid in two termly installments as follows: **Business Courses Term One - 19,300/=** and **Term Two 15,700/=**. **Technical Courses Term one 20,300/= and term two 16,700**. New students will pay additional charges as follows: **College ID 300/=; Caution Money 500/=; Attachment 2,000/=**.

3.3. The institution has partnered with private developers to provide accommodation at the rate of 6000/= per term inclusive of water and electricity. Meals are provided on Pay As You Eat **basis**.

3.4. Only students who will have cleared their fees will be allowed to sign the Nominal roll by the end of week six of the term (**Friday, October 14th, 2016**.)

3.5. Students who do not sign the Nominal roll WILL NOT SIT for any CATs or Examinations.

3.6. All parents/guardians/ sponsors are instructed to adhere to the fee schedules of the specific courses.

3.7. All Cheques and Money Orders should be addressed to Bondo Technical Training Institute.

3.8. Payments **should only** be made in any of the following ways.

3.8.1. Banker's cheques

3.8.2. Cash deposit can be made in the bank account of Bondo Technical Training Institute at **Equity Bank A/C No. 0750263777542**.

3.8.3. Any excess fee paid shall be regarded as fee prepayment for the following term upon consultation with the parent/guardian/sponsor.

3.9. Any cheques payable to the Institute must be surrendered at the Cash Office during normal office hours that is between 8.00am – 5.00pm.

Ensure that the deposit slip bears the following details:-

I. Name of student in full (No abbreviation).

II. Registration/ Admission Number.

3.10. Newly admitted students will be required to report to the institution in order to acquire admission numbers before making payments at the bank.

3.11 Personal cheques or Cash Payments will NOT be accepted.

4. INDUSTRIAL ATTACHMENT

4.1. In **May - July 2016**, Social Work and Community Development students went for Industrial attachment. We expect another group of students to proceed for attachment in September - November. All firms require the

students going on attachment to be fully covered from any occupational accidents and injuries. Each student proceeding on attachment is therefore required to pay **Kshs.2000/= Industrial Attachment fee** towards **Group Personal Accident Insurance Cover, in-plant training Log book and assessment/supervision** while on attachment. This payment should be made before a student proceeds to attachment. Those who have paid the stated amount as per fee structure need not pay again. The attachment will begin **on Monday 5th, 2016** or as may be dictated by the attachment provider.

5. EXAMINATIONS

5.1. Internal Examination

5.1.1. Students who fail internal examinations are not eligible for end of course examinations set by KNEC. Consequently, those who fail end of stage examinations are advised to repeat the year. However, referred cases are usually given an opportunity to sit supplementary examinations. The supplementary/special examinations are scheduled to be done during the **2nd week after opening**.

5.1.2. Examinations at the Institute will only be administered to students whose registration is up to date. All the parents/guardians/sponsors are hereby notified to honour their pledges on fees prior to periods of examinations.

5.2. External Examinations The Kenya National Examinations Council (KNEC)

5.2.1. General Information

5.2.2. Students become candidates the moment they are admitted and therefore must have valid certificates.

a) All KNEC candidates are required to come in **January or May** with the following items for **July or November** series Examination registration without fail.

- Original birth certificate and two photocopies of the same.
- Original KCSE result certificate and two photocopies of the same.
- National Identity Card and two photocopies of the same.

5.2.3. Examination Projects

a) KNEC Candidates for the **July series** are to submit printed projects in the month of May while **December series** candidates are to do so in the month of October (before October 3rd, 2016) during the year in which the examination is to be taken.

b) The Institute will not handle cases of late submission of Projects. Parents/guardians/sponsors are requested to provide financial support towards the printing of the projects in good time because the projects are submitted to KNEC one month before they sit for KNEC examinations.

I wish you God's Blessings.

Peter Omondi
PRINCIPAL