

BONDO TECHNICAL TRAINING INSTITUTE



Tel. 057 204 1555
Email: bondotti@yahoo.com
Website: bondotti.ac.ke
P.O. Box 377 – 40601, Bondo - Kenya



ACCOUNTS CLOSURE FORM

DEPARTMENTAL CLEARANCE FORM

DEPARTMENT.....

STUDENT'S NAME:ADMISSION NO.

COURSE:

MODULE DURATION: FROM TO:

S/NO	SUBJECT UNITS	NAME OF TUTOR	SIGN	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

H.O.D REMARKS SIGN..... DATE.....

CHECKED BY H.O.D OF DEPARTMENT DATE.....

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DEPARTMENTAL LIABILITY FORM

DEPARTMENT.....

STUDENT'S NAME: ADMISSION NO.

COURSE:

MODULE DURATION: FROM TO:

S/NO	DESCRIPTION OF LIABILITY	COST (KSHS)	RECEIPT NO.	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

H.O.D REMARKS SIGN..... DATE.....

CHECKED BY H.O.D OF DEPARTMENT DATE.....

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CLEARANCE FORM

STUDENT'S NAME: ADMISSION NO.
COURSE: DEPARTMENT

MODULE DURATION: FROM TO:

TO BE FILLED BY HODs

PART A

1. ELECTRICAL ENGINEERING

NAME:
SIGNED:
REMARKS:
DATE:

2. ICT

NAME:
SIGNED:
REMARKS:
DATE:

3. BUSINESS STUDIES

NAME:
SIGNED:
REMARKS:
DATE:

4. BUILDING & CIVIL ENGINEERING

NAME:
SIGNED:
REMARKS:
DATE:

5. LIBERAL STUDIES

NAME:
SIGNED:
REMARKS:
DATE:

PART B

1. STUDENTS UNION

NAME:
SIGNED:
REMARKS:
DATE:

2. SPORTS OFFICER

NAME:
SIGNED:
REMARKS:
DATE:

3. BTTI LIBRARIAN

NAME:
SIGNED:
REMARKS:
DATE:

4. EXAMINATION

NAME:
SIGNED:
REMARKS:
DATE:

5. DEAN OF STUDENTS

NAME:
SIGNED:
REMARKS:
DATE:

6. STUDENT'S CONTACT

NAME:
SIGNED:
REMARKS:
DATE:
PHONE NO./MOBILE.....

7. FINANCE OFFICER

NAME:
SIGNED:
REMARKS:
DATE:

8. ILO

NAME:
SIGNED:
REMARKS:
DATE:

N/B All students are required to bring back their college IDs before being cleared by the registrar.

All students on completion of a module must ensure that they have been cleared from all the departments above. It is the responsibility of the student to obtain clearance from all the departments.

This form when completed **MUST** be returned to the Registrar. Unless this form is received back at the Registrar's office neither a Leaving Certificate nor Examination Result Slip/Certificate will be issued out. Registrar's

Remarks.....

REGISTRAR
SIGN

DATE & STAMP