

# BONDO TECHNICAL TRAINING INSTITUTE



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REF: BTTI/R/1A  
(To be filled in duplicate)

Form Serial  
No.

## REGISTRATION FORM FOR CONTINUING STUDENTS (INTAKE.....YEAR: .....)

### Instructions to all students

#### Ensure:

- That ALL PARTS of the form are duly filled by AUTHORIZED OFFICERS
- That you stay in the queues AT ALL SERVICE POINTS or as instructed by relevant officers while waiting to be served
- That you observe COVID-19 protocols all the time
- That you complete the entire REGISTRATION process
- At the end of the process, submit a copy of the form to the Head of Department

### Student Details

(To be filled by the student)

Name of Student .....Contact.....

Course and Year .....

Adm. No.....Department.....

### Step 1 – Registration ( Reporting into the system)

Officer's name:..... signature /stamp:.....

### Step 2 – Accounts Office (Cash Office)

(Cashier to complete, all students **MUST** report here)

Total payable		Paid	Balance
Tuition	Exam		

Cashier's Name \_\_\_\_\_

Signature/Stamp \_\_\_\_\_

Date \_\_\_\_\_

Cash office to retain this form in case of any fee balances

### Step 3 – Head of Department

Certified; student is registered for course code \_\_\_\_\_ which ends in (month/year \_\_\_\_\_) and has signed the departmental black book.

Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_