

# BONDO TECHNICAL TRAINING INSTITUTE



Tel. 057-204 1555  
Email: [bondotti@yahoo.com](mailto:bondotti@yahoo.com)  
Website: [bondotti.ac.ke](http://bondotti.ac.ke)  
P.O. Box 377 – 40601, Bondo - Kenya



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20<sup>th</sup> November, 2023

## PRINCIPAL'S CIRCULAR TO PARENTS/ SPONSORS/ GUARDIANS FOR THE TERM SEPTEMBER- NOVEMBER 2023

### 1. PREAMBLE

We have come to the end of the September- November 2023 term, I wish to thank all stakeholders who supported us to make it through. I specifically appreciate parents/sponsors/guardians who paid fees on time to enable timely training activities. I urge those with fees arrears to clear them as they are hurting service delivery. Our new Applied Science Complex is operational, and we have introduced more courses on Applied Science. We have also upgraded our website and made it more interactive. The College **Academic Policy** is on the website and all trainees and parents/ guardians are encouraged to read and understand the provisions therein, we welcome you to visit our website for most of the communication. We are also glad to inform you that the Government of Kenya through the Ministry of Education, State department for Technical & Vocational Education & Training in conjunction with ICT Authority gave us one hundred computers to be used to train Bondo TTI students & staff on digital online jobs. Later on, we will allow the community to benefit from the same and therefore we welcome you to visit our Jitume Digital Skills Lab.

### 2. CLOSING & OPENING DATES

The Institute officially closes on Friday 8<sup>th</sup> December 2023. Continuing students are expected back for registration on **Monday January 8<sup>th</sup> 2024** and **Tuesday January 9<sup>th</sup> 2024**. Classes will begin on **Wednesday January 10<sup>th</sup> 2024**. Please note that registration is a very important exercise as it helps the college to plan for trainees on session. **No trainee should attend classes before completing the registration process.** Please observe the reporting dates to avoid non-registration. New trainees will be admitted on Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> January 2024. The reporting dates for new and continuing trainees have been staggered to ensure each group is served appropriately.

N/B: Offices remain open for any consultation.

*All correspondence to be addressed to the Principal*

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## 3. COLLEGE FEES

**3.1** Full fees for the January 2024 term **MUST** be paid on or before the opening date using any one of the following methods:

**3.1.1** Direct cash deposit to Bondo Technical Training Institute Fees Collection Account A/C No. **0750263777542 at any branch of Equity Bank**. The deposit slip should bear the name and admission number of the student and should be presented to the cash office for receipting *upon verification with the bank statement*.

**3.1.2** Bankers Cheque – Personal cheque **will not** be accepted.

**3.1.3** MPESA Pay bill **247247, A/C No. 0750263777542 (Report to the cashier with the confirmation message for verification and receipting)**

**N.B:** All cheques must be made payable to Bondo Technical Training Institute. *Personal cheques and cash payments will NOT be accepted.*

**3.2 Refunds:** No refunds will be made on excess fees paid. According to our Academic Policy, such excess fees will be carried forward to the following term and any refund will only be processed after the trainee has completed the programme in which they were enrolled. The practice of paying excess fees with the intention of seeking refund is therefore strongly discouraged. You are advised to adhere to the fees schedule as was provided in the Admission Letter. *The Institute shall not be used as a conduit to swindle unsuspecting parents/sponsors/guardians.*

**3.3 HELB Loans/Bursaries:** Be informed that Higher Education Loans Board (HELB) offers loans and bursaries to all trainees. The College assists trainees to apply for HELB Loans **at no cost**. After application, the applicant will be required to print a hard copy and facilitate the necessary approvals at own cost. Advise your sons and daughters to visit the Dean of students' office for assistance. HELB has provided a tracking method through which individual applicants can find out the status of their applications. Parents/Sponsors/Guardians are also encouraged to check with the Finance Office to confirm disbursement.

**NB:(i)** Fees matters will **NOT** be discussed with trainees, but with parents/sponsors/guardians.

(ii) Trainees who joined in September and thereafter will use the new funding model as indicated in the fee structure below:

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## FEE STRUCTURE EFFECTIVE SEPTEMBER 2023

S/N	VOTE HEAD	AMOUNT		
		TERM I	TERM II	TOTAL
1.	TUITION	7,450	7,450	14,900
2.	PERSONAL EMOLUMENTS	3,295	3,294	6,600
3.	EW &C	1,800	1,800	3,600
4.	LT&T	4,150	4,150	8,300
5.	R.M.I	2,400	2,400	4,800
6.	ACTIVITY FEES	3,800	3,800	7,600
7.	ATTACH. (MEDICAL & INSURANCE)	1,750	1,750	3,489
8.	ADMIN COST	8,950	8,950	17,900
	<b>Total</b>	<b>33,595</b>	<b>33,594</b>	<b>67,189</b>

**Note 1:** The new students are to pay the following additional charges: -

- i. College ID 300.00
- ii. Admission Fee 500.00
- iii. TVETA 500.00
- iv. KUCCPS 1,500.00
- v. Students Union 900.00 Per year.
- vi. Accommodation is available at the rate of 6,000 per term. This excludes meals.

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## Note 2: Government funding model;

	Vulnerable	Extremely Needy	Needy	Less Needy
Scholarship Grant	80%	70%	50%	32%
HELB	20%	30%	30%	48%
Own Pocket	0	0	20%	20%

All applicants are eligible for scholarship and loan according to the table above. Applicants are encouraged to apply by visiting [www.hef.go.ke](http://www.hef.go.ke) and filling the form accordingly.

## 4. REGISTRATION

All trainees **MUST** complete the Registration process. The process starts at the Office of the Registrar where the trainee is issued with a Registration form, and logged into the system, then to the Accounts Office for receipting of fees paid, and ends at the Head of Department's Office. The Registration form must be signed by all the officers in duplicate. At the end of Registration, the trainee leaves a copy of the form with the HOD and retains a copy, which should be available at all times during the term. The period for Registration is as indicated in paragraph 2 above, but in any case, not later than **Friday 26<sup>th</sup> January 2024**. Trainees are strongly advised to adhere to the schedule. Any extension, if necessary, will be communicated in writing. We shall centralize the registration exercise at the park in front of the Administration Offices for the four days specified in paragraph 2 above. Thereafter, the exercise will continue in offices at the convenience of the officers up to Friday 26<sup>th</sup> January 2024 as indicated herein. Please release your sons and daughters early to avoid wasting training time. Only duly registered trainees for the term will be able to access services in the Institute.

## 5. INDUSTRIAL ATTACHMENT

Trainees that sat for 2023 November Series KNEC Examinations will proceed for their industrial attachment from Monday 8<sup>th</sup> January 2024 to Friday 29<sup>th</sup> March 2024 unless the trainee has sat for the final examination.

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## **6. NATIONAL EXAMINATIONS/ ASSESSMENTS**

### **6.1 KNEC**

Results for the March 2023 Business and Technical Exams were released. The analysis indicates that the College registered good results, posting an overall percentage pass of **82.07%**. Business Courses registered **77.38%** pass while Technical Courses had **85.20%**. We registered a total of 170 candidates, out of whom 1 scored Distinctions, 34 scored Credits and 97 scored Ordinary pass, 32 were referred while 2 failed. We will aim to improve the quality of passes by having more Distinctions.

Results for July series 2023 were also released. The analysis indicates that the college had a percentage pass of 86.06%. Business course registered 86.99% while technical courses had 85.12%. With a candidature of 486, out of whom 11 scored Distinction, 205 scored Credit and 200 scored ordinary pass, 66 were referred while 2 failed.

This shows a positive deviation of 3.99% from the march series results.

### **6.2 CBET**

Please take note that the Government gave out a circular directing all the TVET institutions to admit ALL the September intake trainees on CBET (Competency Based Education and Training) programmes only. It therefore means that moving forward all programmes offered at the TVET institutions will be CBET and the examinations will be set and marked by CDACC (Curriculum Development, Assessment and Certification Council) and not KNEC.

Examination fees for CBET courses is as follows;

1. Level 3 and 4
  - Basic unit 700
  - Common unit 1,000
  - Core unit 1,000
2. Level 5 and 6
  - Basic unit 1,000
  - Common unit 1,500
  - Core unit 1,500

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3. Centre fee 1,000

## 7. DISCIPLINE

I am happy to report that a majority of our trainees are responsible and uphold high levels of discipline in and out of class. However, we must acknowledge that there are some who must be constantly guided to conform. There is no substitute for discipline in any training programme.

We urge you to take an active role in mentoring your sons and daughters to become mature and responsible citizens who are ready to be accountable for their actions. In the event that you are invited to discuss disciplinary issues regarding your son/daughter, please treat the invitation with the seriousness it deserves. Equally advise them to embrace dialogue in all circumstances. Kindly follow up on their performance at the college, including their class attendance and adherence to academic requirements, and support them financially. Our desire is to cultivate and sustain the image of a highly disciplined institute of top achievers.

## 8. ACTIVITIES

The college participates in a number of sporting and other co- curricular activities which include:

- Athletics
- Ball games such as Football, Volleyball, Netball, Rugby, Basketball, Handball among others
- Drama
- Music
- Religious activities such as Christian Union, Young Christian Students Association, Seventh Day Adventist Union, Islamic Union among others
- Scouting club

## 9. CONCLUSION

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I urge you to take keen interest in the character of your son/daughter while they are at home. Help us mould him/her to become a responsible member of our Kenyan Society. You are also encouraged to visit the institute at any time during working hours to discuss your son's/daughter's progress and to encourage them. Further be encouraged to have the contacts of the Head of Department where your son/daughter is registered, which will enable you to keep up to date with developments in the Department and the college as a whole. I take this opportunity to wish you a Merry Christmas and a Happy New Year.

Once again, thank you and God bless you.

**Mr. Sawanda K'Odera**  
**PRINCIPAL/ SECRETARY BOG**



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