



KAITHERI COUNTY POLYTECHNIC  
P.O. BOX 149- 10300  
KERUGOYA  
TEL. 0115894671  
[kaitheriyouthpoly@yahoo.Com](mailto:kaitheriyouthpoly@yahoo.Com)  
[www.kaitheripoly.ac.ke](http://www.kaitheripoly.ac.ke)

**ADMISSION FORM YEAR 2025**  
**JANUARY INTAKE**

NAME: .....

P.O. BOX: .....

This is to inform you that you have been offered an opportunity to study at Kaitheri County Polytechnic for a duration of 2 years. Each year the trainee is eligible to sit for National Exam.

**YOU ARE REQUIRED TO REPORT ON 22/ 01/ 2025 BETWEEN 8.00 A.M. - 3.00 P.M.**

**REQUIREMENTS**

1. Medical certificate.
2. 2 copies of KCSE result slip
3. 2 copies of birth certificate
4. Hand broom
5. 5 A4 exercise books (200 pages).
6. Calculator, set square 30/60, 45/45, T-square, Geometrical set, Drawing Board size (A3) for all trades **apart from** Hairdressing & Beauty Therapy.

**NB: Drawing board can be obtained in school at a cost 500/=**

**PERSONAL EFFECTS**

1. A pair of shoes, polish, soap, tooth brush, two blankets, a mattress (size 2 ½), bed cover, a pair of bed sheets, mosquito net & a towel.
2. Metal box, metallic or plastic bucket, mug, a plate and a spoon.

**UNIFORM**

1. **Boys:** Two Navy blue trousers, 2 white shirts and one grey pullover.
2. **Girls:** Two Navy blue skirts/ trousers, 2 white blouses, and one Grey pullover.
3. **Sports:** A navy blue track suit with white stripes, a maroon T-shirt and Sport shoes for both girls and boys.
4. Navy blue dust coat or overall.

**NB: For hair dressing and beauty therapy should be white.**

Regards;

L. M. Njogu  
Principal





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**1<sup>ST</sup> YEARS FEE STRUCTURE 2024**

**BOARDERS**

<b>VOTE HEADS</b>	<b>1<sup>ST</sup> TERM</b>	<b>2<sup>ND</sup> TERM</b>	<b>3<sup>RD</sup> TERM</b>	<b>TOTAL</b>
Tuition	1,500	1,000	500	3,000
Personnel emolument	4,000	3,500	2,000	9,500
Hostel	7,000	6,500	4,500	18,000
Administrative cost	3,400	1,400		4,800
Insurance	500	-		500
RMI	2,500	500		3,000
Admission	500	-		500
Caution	500	-		500
Student ID & passports	400	-		400
<b>TOTAL</b>	<b>20,300</b>	<b>12,900</b>	<b>7,000</b>	<b>40,200</b>

**DAY SCHOLARS**

<b>VOTE HEAD</b>	<b>1<sup>ST</sup> TERM</b>	<b>2<sup>ND</sup> TERM</b>	<b>3<sup>RD</sup> TERM</b>	<b>TOTAL</b>
Tuition	1,500	1,000	500	3,000
Personnel emolument	2,000	1,500	1,200	4,700
Lunch	3,000	2,500	1,500	7,000
Administrative Cost	1,000	200	-	1,200
Insurance	500	-	-	500
RMI	1,500	400	-	1,900
Admission	500	-	-	500
Caution	500	-	-	500
Student ID & passports	400	-	-	400
<b>TOTAL</b>	<b>10,900</b>	<b>5,600</b>	<b>3,200</b>	<b>19,700</b>

**EXAMINATION (NITA)**

GRADE 3                    5,000 – FIRST YEAR  
 GRADE 2                    6,000 – SECOND YEAR



SCHOOL FEES SHOULD BE DEPOSITED IN THE BANK THROUGH,

**KCB A/C NO. 1104013835**

KERUGOYA BRANCH

**ADMISSION PLEDGE (READ AND FILL AS NECESSARY)**

Name in full as in your Birth certificate..... I wish to be admitted into a two year course of my choice in this institute.

**I UNDERSTAND CLEARLY AND PROMISE TO;**

- a) Pay all my fees as advised on the first day.
- b) Abide by all institution rules and regulations at all times as I carry out instructions given to me by the principal, staffs and others acting on the principal’s delegated authority.
- c) Give my full time exclusively to the required studies and to other activities as may be reasonable required of me as part of my course.
- d) Accept college diet and other provisions that the college may be able to provide within its means and power.
- e) Live a mature life as I strive positively to contribute to the well-being of the institution.
- f) Take care of project properties and act reasonable when handling the same, as I continually give a good image of the institution.

I further understand that in the event of any circumstances arising as listed below I may be required to leave the institution.

- i. Misconduct of any serious nature including insubordination, theft, fighting, moral laxity, drunkenness, smoking, impersonation or spending nights out without permission.
- ii. Failure to make satisfactory progress in studies any other activities required by the course.
- iii. Taking part in or promoting disturbance of the peace or associating with any subversive activities or person.
- iv. Failure to be in school uniform during class time.

I declare that having read and understood the conditions of admission of **KAITHERI COUNTY POLYTECHNIC** and having sought the necessary clarification, I will accept to a bid by the rules and regulations of the institutions.

Student name.....

Signature.....

Parent’s /guardians name.....

Signature.....

**STUDENT PERSONAL DETAIL**

Name: .....

Admission date: .....

Trade.....day/boarder.....

Date of birth.....

Parent/guardian name.....

Address.....

Tel/mobile.....

Last school attended.....



**INSTITUTION RULES & REGULATIONS**

1. Be smartly dressed always.
2. All classes should be attended.
3. No going out of school during class hours
4. Meals should be strictly taken in the dining hall.
5. Phones should never be used in class.
6. Morning assembly should be attended.
7. Sunday services should be attended.
8. All duties are compulsory.
9. No smoking, chewing of miraa, drunkenness and taking of any other drug or substance in promoting disturbance in school is not allowed.
10. In case of a punishment, one should complete it within a given timeframe and report back to the instructor in-charge.
11. Stealing and fighting are highly prohibited in the school compound.
12. All staff must be respected.
13. A dust coat/ overall is compulsory while in the workshop.
14. Be in full school uniform during school days.

**NB:**

**FAILURE TO ADHERE TO ANY OF THE ABOVE RULES, THE ADMINISTRATION WILL TAKE THE NECESSARY DISCIPLINARY ACTION.**

**DECLARATION**

I declare that having read and understood the school rules and regulations, I will accept any disciplinary measures to be taken against me in case I break any

Student Name.....

Signature.....

Guardian/parent Name.....

Signature.....



## **Carpentry requirements**

1. Tape measure 3 m
  2. Navy blue dust coat
  3. Claw hammer
  4. Chisel ½"
  5. Try square
  6. Hand saw
  7. Smoothing plane
- 

## **ELECTRICAL & ELECTRONICS REQUIREMENTS**

1. Tester
  2. Screw Drivers :
    - i) Flat headed
    - ii) Star headed
    - iii) Precision screw drivers
  3. Pair of Pliers
  4. Tape Measure 3M
  5. Spirit Level
  6. Stripping knife
  7. Claw hammer
  8. Tool Box
  9. 20 mm conduit bending spring
  10. Navy blue dust coat
  11. Multimeter
  12. Soldering gun
-

## **GARMENT MAKING REQUIREMENTS**

- Tape measure
  - Hand needles / 1 dozen
  - Scissors (paper
  - Cutting shears ( big size)
  - HB pencil
  - Ball pen
  - 2 A4 plain drawing exercises – book
  - bobbin & bobbin case
  - Dress maker pins
  - 1 crochet needle
  - Seam ripper
  - Thimble
  - Tracing wheel
  - Ruler
  - Rubber
  - Navy blue Dust coat
- .....

## **MASONRY REQUIREMENTS**

- 3 or 5m tape measure
- Plumb bob
- Building trowel
- Cold chisel & mason hammer
- Mason square.
- Navy blue overall
- Spirit level
- Builders' line (string)
- Wooden float
- steel float
- claw hammer
- Tool box & pad lock

## **METAL WORK REQUIREMENTS**

- ✓ Try square
  - ✓ Tape measure
  - ✓ T-Square
  - ✓ 30° 60° & 45° set square
  - ✓ Protractor & a compass
  - ✓ Navy blue Dustcoat
  - ✓ Duck goggles
  - ✓ 2 Hacksaw blades
- 

## **MVM REQUIREMENT**

- ✓ Pliers
  - ✓ Star screw driver
  - ✓ Flat screw driver
  - ✓ Spanner No. 10 -22
  - ✓ Navy blue Overall
- 

## **PLUMBING REQUIREMENTS**

- DIE STOCK
- 3 or 5 m tape measure
- Cold Chisel
- Welding goggles
- Navy blue overall
- Pipe wrench
- Tinsnips
- Pliers
- Hacksaw
- PPR welding machine

## HAIR DRESSING AND BEAUTY THERAPY REQUIREMENTS

### **BEAUTY THERAPY:-**

- Two toe separator
- Enamel
- Cuticle cream
- Base coat
- Top coat
- Nail art
- Buffer
- Nail file
- Manicure/ pedicure set
- Dettol
- Cotton wool(medium )
- Eye Pencil
- Make up Kit
- Mascolor
- Make up brushes
- Razor braid
- Lip bulm
- Lip stick
- Remover
- White dust coat
- Eye liner
- Lip liner
- Face towel
- Henna/tattooing
- Permise stone

### **HAIR DRESSING:-**

- Needle (2 big)
- Thread (1 black)
- Wooden comb
- Set of combs
- Afro- comb
- Scissors
- Styling pin (1 pkt)
- Sectioning clip(4 pcs)
- 6 towels- 1 black
- Tail comb wooden
- Matador wooden
- Apron