



APPENDIX I

THE ELDORET NATIONAL POLYTECHNIC

POLYMIS INFORMATION SHEET

NEW ADMISSIONS AND REGISTRATION FORMS



Congratulations on your selection for a course at the Eldoret National Polytechnic. This information sheet is intended to help you understand the admissions and registration procedures, which have been computerized.

LETTER OF OFFER

Read the letter of offer carefully and comply with all the instructions. In particular, note that you must register and pay fees by the last registration date shown in the letter. If you fail, to do this, your name will automatically be removed from the computer system and your place offered to another applicant.

REGISTRATION FORM

When reporting to the polytechnic, you must first go to the registry and hand your letter of offer, original copies of your Education Certificates and other documents. The computer system will produce a registration form while you wait. The computer system prevents you from paying fees until this has been done.

COMPLETING THE REGISTRATION FORM

Take the registration form to the writing area and check carefully using the guideline below:-

Correct Location & Sub-Location

Make sure that all the details are accurate and if there are any errors (especially names) correct them on the form.

Make sure you add your location and sub location details underneath 'county'. This is needed for your Polytechnic ID card.

TERMS ADDRESS:

This is the person the Polytechnic should contact if you get an accident. Write N.O.K's full name and address.

Abide by the rules

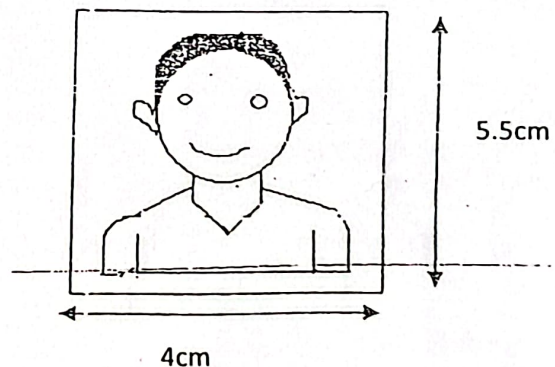
Sign and date your acceptance of the Polytechnic rules. The rules are available in the registry.

PHOTOGRAPHS

You are required to bring with you **TWO COLOURED PASSPORTS.**

The photographs must be exact size and specific as shown below otherwise they will not be suitable for your Polytechnic ID card and form.

The Photos must show your head and shoulders and should be taken against a light blue background.



PAYING FEES

Go to cashier and pay fees at the counter. The system will issue an official Polytechnic's receipt. Check that the amount you paid corresponds to the amount shown on the receipt and always keep the receipt in safe custody in case of queries.

REGISTRATION

When you have paid fees, the computer system updates the registry computers and shows the amount paid.

You must now go back to the registry where you will complete your registration procedure. The registry staff will correct the computer system for any errors which you have marked on the registration form and

will enter the additional information such as next of Kin etc.

On the completion of this, the computer system adds your name on the class list.

CLASS REGISTERS

The only authority for you to be in the Polytechnic is the official class register issued by the TIMS computer system.

When you register, your name is added to the class register list.

The class registers are finalized two weeks after the start of the term and your H.O.D receives a set of registers for each subject you will study in the course.

If you are not in the registers, you cannot have your exam marks recorded, so it is important to make sure your name appears on the registers.

POLYTECHNIC STUDENT ID CARD

About three weeks after the start of the term, you will be issued with the polytechnic student ID card provided you are on the official class registers.

REFUND OF EXCESS FEES AND CAUTION MONEY

The polytechnic cannot continuously keep refunding excess and caution money. Caution fees will only be refunded on completion of a course. For other refunds see the principal. The procedure for a refund must be completed at least two weeks before payment date.

LETTER TO THE PRINCIPAL

Write a letter to the Principal explaining your reason for requesting for the refund.

ENCLOSURES

Enclose your letter and photocopy of the receipts which apply to the refund. Hand them to the registry at least two weeks before the payment date.

If approved, payments will be made in the end of the term.

AMOUNT TO BE REFUNDED

Excess fees

If you are sponsored or your parent/guardian is paying your fee, your/sponsor/parent/guardian must apply for and collect the refund in person.

WITHDRAWALS

Only caution money can be refunded. All other components of the fees are allocated to the appropriate funds at the time of the payment and cannot be refunded.

COURSE TERMINATION

If the polytechnic for some reasons cancel a course for which you have paid, all payments will be refunded.

HOSTEL

The Polytechnic has only very limited hostel accommodation and although you have been offered a place in our course, this does not include accommodation.

If you require hostel accommodation, you must contact the dean of Students' for availability and discuss your situation before registering and paying for the hostel.

FEE PAYMENT

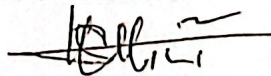
Fees payment should be made using the methods specified in the Letter of Offer.

YOU MUST PAY YOUR FEES BEFORE THE START OF EACH TERM

Otherwise you will be excluded on the registers for that term.

This requirement is to enable students who have paid their fees to attend classes commencing on the first day of the term without constant interruption.

KILI SOLOMON



REGISTRAR-ADMINISTRATION
For: CHIEF PRINCIPAL





APPENDIX II



**THE ELDORET NATIONAL POLYTECHNIC
P O BOX 4461-30100
ELDORET**

1. Background Information

- Full names
- Nationality
- ID No. /Passport
- Mobile No.
- Parent/Guardian/Next of kin phone number.....
- Address.....
- Department
- Year of Admission

2. Student Gender

- Marital status
- Male/Female
- Date of BirthAge
- Name of Chief Tel No.
- Village
- Sub-location.....
- Location.....
- Ward.....
- Constituency
- County.....

3. Academic Background

K.C.S.E Marks Year

Secondary school attended

K.C.S.E INDEX NO IN FULL.....KCSE YEAR.....

4. Family details+

- (a) Father (alive/deceased)
If deceased when
- (b) Mother (alive/deceased)
If deceased when
- (c) Who will pay your college fees?
 - Father
 - Mother

- Sponsor (specify)
- Self
- Other (specify)

5. **Health Details**

(a) Do you suffer from any/illness? (YES/NO.)

If yes (specify)

(b) Are you physically challenged? (YES/NO)

(c) Is your Father physically challenged? (YES/NO)

If yes (specify)

(d) Is your Mother physically challenged? (YES/NO)

If yes (specify)

6. **Religion**

- Protestant
- Catholic
- Muslim
- Other state
- Name of religion leader
- Address

7. **Sports and Hobbies**

(a) Indicate your best sporting activities

(i)

(ii)

(iii)

(b) Indicate your hobbies

(i)

(ii)

(iii)

8. **Student Type (tick one)**

1. KUCCPS.
2. WALK IN.
3. SPONSORED (State the sponsor).....

NOTE: Please ensure you have made a copy of your LETTER OF OFFER before submitting for registration.



APPENDIX III



THE ELDORET NATIONAL POLYTECHNIC

CERTIFICATE OF MEDICAL EXAMINATION

This certificate of medical examination must be completed by a Government Doctor and must be submitted to the Polytechnic after the medical examination.

TO THE MEDICAL PRACTITIONER

REF: Mr./Mrs./Miss

Is seeking admission into a course at the Eldoret National Polytechnic. The Polytechnic requires a medical report and opinion from a certified Medical Practitioner on the candidate's fitness to pursue the course. Please examine the candidate and sent any confidential findings and opinions under confidential cover, the Principal, Eldoret National Polytechnic P O Box 4461, ELDORET, KENYA as soon as possible.

CLINICAL TEST RESULTS

- (a) Vision.....
- (b)Hearing.....
- (c) Physical handicaps (if any).....
- (d) Any previous epileptic record
- (e) Any clinical findings including signs of communicable disease
- (f) Your comment on any aspects which the Polytechnic needs to follow up to help the candidate pursue his/her course satisfactorily

CERTIFICATE

The candidate named above has been examined by me today and I can/cannot certify he/she is medically and mentally fit for the course.

Doctor's Name

Address Town Tel. No.

Signature Date

STAMP:

APPENDIX IV

DECLARATION

I.....ID NO.....

Declare that I have read the regulations governing organization, conduct and discipline of students at the Eldoret National polytechnic and understood their contents and meaning and undertake to abide by them.

Signed.....date.....

Registration no.....

Department admitted to.....

Course.....year.....

Witness :(parent/guardian/sponsor) specify with a tick

Name..... ID NO.....

Address.....town.....Tel.....

NOTES:

1. Full year's fee **MUST BE PAID** on reporting.
2. **EXCESS PAYMENTS** of fees **WILL NOT BE REFUNDED** but will offset the next term's fees.
3. Pay your fees directly to the relevant Account (AS per admission letter) Eldoret Branch and deposit copy of your pay-in slip at our cashier's office **FOR RECEIPTING**.
4. Alternatively, pay by **BANKERS CHEQUE** or **MPESA PAYBILL**, business **NO.304250**. Use the admission number **quoted in letter of offer** as account number. Present the same to accounts office for receipting.
5. **HARD CASH** or **PERSONAL CHEQUES** will **NOT** be accepted under any circumstances.
6. Those wishing to stay in the Polytechnic hostels should **CONFIRM** the **AVAILABILITY OF HOSTEL VACANCY** before making any payment.
7. **ALL KUCCPS** students are required to attach KCSE result slip and leaving certificate upon registration
8. Kindly ensure that you get **SPECIFIC COURSE REQUIREMENTS** from your department.
9. If you are offered a course for which **YOU GRADES DON'T MEET THE MINIMUM QUALIFICATION AS PER OUR ADVERT**, kindly return the admission letter or registration form to the admission office for correction.
10. **Needy student/students** may apply for TVET loan/bursary on the following Website:
w.w.w.helb.co.ke.