



MINISTRY OF EDUCATION  
STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING  
**BURETI TECHNICAL TRAINING INSTITUTE**

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**MOTTO: SKILLS FOR GROWTH**



APPLICATION/OFFER OF ADMISSION

Ref: ADM/MAY, 2020/WEBSITE

Registration of new students will begin from 5<sup>TH</sup> to 15<sup>th</sup> May, 2020

Next session classes begin on 6<sup>th</sup> May, 2020;

Course Applied for (List as per priority):-	CAMPUS
1. ....	1.....
2. ....	2.....
3. ....	3.....

The list of courses is attached at the back of this form.

**NB:** *This offer will be confirmed upon verification of academic documents for minimum qualification, payment of Ksh. 2,050.00 Admission fees. (See attached fees structure)*

**Applicants Details:**

Last Name: _____	ID No: _____
First Name: _____	Phone No: _____
Middle Name: _____	Email Address: _____
Sex: F <input type="checkbox"/> M <input type="checkbox"/>	Home County: _____
Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/>	Sub-County: _____
Date of Birth: _____	Location: _____
Day      Month      Year	

**Parent/Gaurdian Details:**

Names : _____	Email: _____
Relationship: _____	Town: _____
Mobile No: _____	Constituency _____

**Education History:**

(a) List all colleges you have attended (Enclose official copies of Transcripts and certified copies of your certificates/ Diploma). Leave blank if NOT applicable.

Name of the College	Dates Attended (From - To)	Diploma/ Certificate awarded	Grade

(b) List all primary and secondary schools you have attended. (Enclose official copies of certificates or result slips)

Name of the primary school attended		Dates (From - To)	Index Number Eg 522152001/2014	Grade
1				
2				
Name of the Secondary school attended		Dates (From - To)	Index Number Eg 522152001/2014	Grade
1				
2				

(c) CO-CURRICULAR ACTIVITIES:

- a. Sports.....
- b. Hobbies.....
- c. Others.....

(d) RESPONSIBILITY WHILE AT SCHOOL (IF ANY).....

I..... (Applicant) certify that the information is true.

Applicant's signature.....Date.....

Parent/ Guardian's name.....Signature.....Date.....

## ADMISSION REQUIREMENTS

### YOU MUST COME WITH THE FOLLOWING TO GUARANTEE YOUR ADMISSION:-

#### A. RECORDS:

- (i) Admission form dully filled and signed by BOTH applicant and Parent/ Guardian
- (ii) Medical certificate Form filled by a registered medical Practitioner.
- (iii) Two recently taken coloured passports size photographs.
- (iv) Photo-copies of I.D card (national), all academic, Birth certificate and school leaving certificates. Come with originals for comparison.
- (v) Copies of parents/guardians ID cards
- (vi) KASNEB students must provide four recently taken coloured passport size photographs.

#### B. GAMES:

Any suitable attire for games which include football, volleyball, netball, athletics and indoor games.

#### C. STATIONERY:

All students are required to purchase their own stationary i.e spring files, folders, pens, foolscaps and notebooks.

#### D. ENGINEERING STUDENTS (DIPLOMA, CRAFT AND ARTISAN):

##### (I) TECHNICAL DRAWING INSTRUMENTS

- (a) Set square (clear-plastic) 60° \* 30° -250mm
- (b) Set square (clear-plastic) 45° \* -200mm
- (c) Protractor (clear-plastic) 360° -150mm
- (d) T-square (clear plastic)
- (e) Engineering Drawing Sets
- (f) HB pencils and 2H pencils.
- (g) Erasers
- (h) SCIENTIFIC CALCULATORS/ SMP MATHEMATICAL TABLES (ARTISAN)
- (i) BLUE OVERALL – SHORT SLEEVED

#### E. FEES

**New students are expected to pay none refundable Admission fees of Ksh.2,050.00.**

The Institute may review the admission period when need arises.



## BURETI TECHNICAL TRAINING INSTITUTE STUDENT REGULATIONS

- (a) Class attendance is compulsory and punctuality is essential. All assignments, CATS and exams **MUST** be done as required.
- (b) All students are expected to maintain **ACADEMIC STANDARDS** throughout the course. Supplementary exams are a **MUST** for students who perform poorly in **COLLEGE EXAMS**. For students who persistently perform poorly the **ACADEMIC BOARD** may recommend for his/ her discontinuation forthwith.
- (c) Students should observe personal hygiene and dress neatly. Students will attend to cleanliness requirements in classrooms and washrooms. They are further expected to keep the compound neat and tidy.
- (d) Smoking and drinking is prohibited in the Institute. Disciplinary action shall be taken against student found smoking or under the influence of alcohol.
- (e) Handling, possession and consumption of addictive drugs is prohibited in the Institute and is a criminal offence punishable by law.
- (f) Respect and care of Institutional property is important. Students will have to account for any losses/ damages.
- (g) The following areas are out of bound to all students unless they have prior permission:
- Institute farm
  - Staff room
  - Kitchen
- (h) Each student shall seek to observe, respect, and promote rights and fundamental freedom and exhibit responsible behaviour to all staff, visitors, and colleagues. Problems if any shall be solved through the proper laid down channels (offices). Participation **in illegal meetings and processions can lead to expulsion.**
- (i) No student shall be discriminated against directly or indirectly on grounds of race, gender, ethnic or social origin, colour disability, religion or tribe.
- (j) Pregnancy is NOT allowed during coursework. Any female student with pregnancy shall be required to defer her coursework as per the Institution academic policy.
- (k) Abortion is NOT permitted and any student found to have procured or attempt to procure an abortion shall be handed over to the law enforcing agencies.
- (l) In the event of a breach of any of the above regulations, the DISCIPLINARY COMMITTEE may give the student a verbal/written warning or suspension from the Institute. The committee can also recommend for expulsion of a student. Once suspended, the student will be expected to leave the compound immediately and stay away until he/ she receives official communication. On returning back, such students **MUST** appear before the DISCIPLINARY COMMITTEE of the Institute accompanied by a registered parent/ Guardian.
- (m) For change of course, permission **MUST** be obtained from the REGISTRAR, and it is possible only when he/she meets the requirements and other factors will as well be considered including availability of vacancy in course applied for.

**LETTER OF ACCEPTANCE AND DECLARATION BY THE STUDENT**

Dear Sir,

This is to confirm that I DO ACCEPT the offer and I PROMISE TO ABIDE by the rules and regulations governing the conduct and discipline of the students of BURETI T.T.I

I do hereby undertake to COMPLETE THE COURSE for which I have been accepted WITHIN THE STIPULATED DURATION.

Name of student.....Signature of student.....

Date .....Telephone Number.....

Name of Parent/ guardian (Witness).....Signature .....

Date..... Telephone Number.....

# BURETI TECHNICAL TRAINING INSTITUTE

## ANNUAL FEES SCHEDULE FOR REGULAR COURSES (GOVERNMENT SPONSORED) 2019/2020

VOTE HEAD	Government Capitation	Student/ Parent	Total
Tuition	17,000.00	0.00	17,000.00
P.E	8,393.00	0.00	8,393.00
LT&T	4,607.00	0.00	4,607.00
RMI	0.00	4,430.00	4,430.00
Student Council	0.00	600	600.00
Attachment & Linkages	0.00	2520	2,520.00
Insurance	0.00	1200	1,200.00
E.W.C	0.00	3200	3,200.00
Internet/computer	0.00	2,000.00	2,000.00
Activity	0.00	2700	2,700.00
Development	0.00	3,770.00	3,770.00
Administrative Costs	0.00	4,200.00	4,200.00
Medical	0.00	900	900.00
Registration	0.00	900.00	900.00
Examination	As per Exam Body		0.00
<b>TOTAL</b>	<b><u>30,000.00</u></b>	<b><u>26,420.00</u></b>	<b><u>56,420.00</u></b>

1. In addition, New students are expected to pay Admission fee of Ksh 2,050.00
  2. Payment is made by depositing in any branch of Kenya commercial Bank to B.T.T.I A/C 1169796559-KCB, Sotik Branch.
- NB: Please indicate the Name and Admission number of the student on the Banking slips.
3. Fees once paid are NOT refundable Fees may be changed in the course of your studies without consultation.
  4. Students not sponsored by Government are expected to pay 56,420 per year.

### **NB**

**Boarding fees is Ksh.15,500.00 Paid to Bureti Technical Enterprise Account. Ac/No 1223552888 -KCB, Sotik Branch.**

S K CHEMOIWA  
PRINCIPAL

<b>DEPARTMENT OF BUSINESS STUDIES</b>					
No	Course Title	Minimum Entry Requirement	Duration	Campus offered	Exam Body
1	Diploma in Business Management	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Diploma in Human Resources Management	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
3	Diploma in Supplies Chain Management	C-(Minus) in KCSE	2 ½ Years	ALL	KNEC
4	Diploma in Accounting	C-(Minus) in KCSE	2 ½ Years	ALL	KNEC
5	Diploma in Secretarial Studies	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
6	Craft in Supplies Chain Management	D(Plain) in KCSE	2 ½ Years	ALL	KNEC
7	Craft Certificate in Business Management	D(Plain) in KCSE	2 Years	MAIN	KNEC
8	Craft Certificate in Human Resource	D(Plain) in KCSE	2 Years	MAIN	KNEC
9	Artisan Certificate in Store keeping	D(Plain) in KCSE	1 Year	ALL	KNEC
<b>ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT</b>					
1	Diploma in Electrical and Electronics Engineering	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Craft in Electrical and Electronics Engineering	C-(Minus) in KCSE	2 ½ Years	ALL	KNEC
3	Artisan Certificate in Electrical Installation	KCSE (E & D-)	1 Year	ALL	KNEC
<b>MECHANICAL ENGINEERING DEPARTMENT</b>					
1	Diploma in Automotive Technology	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Diploma in Mechanical Engineering( Prod. & Plant opt)	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
3	Diploma in Mechanical Engineering (Plant Option)	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
4	Craft Certificate in Welding and Fabrication	D(Plain) in KCSE	2 Years	MAIN	KNEC
5	Craft Certificate in Mechanical Engineering	D(Plain) in KCSE	2 Years	MAIN	KNEC
6	Craft Certificate in Automotive Engineering	D(Plain) in KCSE	2 Years	MAIN	KNEC
6	Artisan in Welding and Fabrication	KCSE (E & D-)	1 Year	ALL	KNEC
<b>BUILDING AND CIVIL ENGINEERING DEPARTMENT</b>					
1	Diploma in Building & Construction Technology	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Diploma in Civil Engineering	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
3	Craft Certificate in Building Technology	D(Plain) in KCSE	2 ½ Years	MAIN	KNEC
4	Craft Certificate in Plumbing	D(Plain) in KCSE	2 ½ Years	MAIN	KNEC
5	Artisan Certificate in Plumbing	KCSE (E & D-)	1 Year	MAIN	KNEC
6	Artisan Certificate in Masonry	KCSE (E & D-)	1 Year	ALL	KNEC
<b>DEPARTMENT OF AGRICULTURE &amp; SOCIAL SCIENCE</b>					
1	Diploma in Agriculture	C-(Minus) in KCSE	2 ½ Years	MAIN	KNEC
2	Diploma in Social work & Community Development	C-(Minus) in KCSE	2 ½ Years	ALL	KNEC
3	Craft in General Agriculture	D(Plain) in KCSE	2 Years	MAIN	KNEC
4	Craft in Social work & community Development	D(Plain) in KCSE	2 Years	ALL	KNEC
5	Artisan Certificate in Agriculture	KCSE (E & D-)	1 Year	MAIN	KNEC
<b>DEPARTMENT OF INFORMATION COMMUNICATION TECHNOLOGY</b>					
1	Diploma in ICT	C-(Minus) in KCSE	2 Years	ALL	KNEC
2	Diploma in Information Science	C-(Minus) in KCSE	2 Years	ALL	KNEC
3	Craft Certificate in ICT	D(Plain) in KCSE	2 Years	ALL	KNEC
4	Craft Certificate in Information Science	D(Plain) in KCSE	2 Years	ALL	KNEC