



Ministry of Education
State Department for Vocational and Technical Training
RUIRU TECHNICAL AND VOCATIONAL COLLEGE
P.O. Box 416-00232, Ruiru. Mobile: +254 746 319 919
E-mail: ruirutvc@gmail.com



RUIRU TECHNICAL AND VOCATIONAL COLLEGE APPLICATION FORM

APPLICANT PERSONAL DETAILS

Full Name: _____

Gender: Male / Female

Date of Birth: ____ / ____ / ____

Nationality: _____

National ID/Birth Certificate No.: _____

Marital Status: _____

Religion: _____

CONTACT INFORMATION

Postal Address: _____

Town/City: _____

Phone Number: _____

Alternative Phone Number: _____

Email Address: _____

NEXT OF KIN / GUARDIAN DETAILS

Name of Parent/Guardian: _____

Relationship: _____

Phone Number: _____

Occupation: _____

Postal Address: _____

COURSE APPLICATION DETAILS

Course Applied For: _____

Department: _____

Intake (Jan/May/Sept): _____

EDUCATIONAL BACKGROUND

LEVEL	SCHOOL/INSTITUTION	YEAR FROM	YEAR TO	GRADE/AWARD
Primary School				
Secondary School				
College/University				

KCSE SUBJECT GRADES

SUBJECT	GRADE
English	_____
Kiswahili	_____
Mathematics	_____
Biology	_____
Chemistry	_____
Physics	_____
Geography/History	_____
Computer Studies	_____

DECLARATION

I certify that the information given in this application form is true and correct to the best of my knowledge.

Applicant Signature: _____

Date: ____ / ____ / _____

,COMPULSORY ITEMS

- On the day of reporting for admission please bring the following items: - (a)This application.
(b)Two (2) copies of each of the following documents;

- ✚ KCSE certificate/Result slip
- ✚ KCPE certificate
- ✚ Previous school leaving certificate
- ✚ Technical Education Certificate (If applicable)
- ✚ Birth certificate
- ✚ National Identity card
- ✚ Medical certificate (form on page 9 duly filled by a doctor from a recognized hospital).
- ✚ Two passport size photographs
- ✚ Fees (see the attached fees structure on page 10&11)
- ✚ One spring file
- ✚ One Ream A4 foolscaps
- ✚ Portfolio of Evidence (POE)

BOARDING AND ACCOMMODATION

The college currently does not offer any accommodation or meals to the students. However, there are private hostels nearby that students can rent at their own cost and walk to college for classes.

TEXTBOOKS AND OTHER REQUIREMENTS

- a) Though the Institution will provide some library books, students are advised to buy some textbooks on their own to supplement the available books.
- b) Stationery will not be provided. Students are advised to provide for themselves enough writing materials.
- c) Students will be required to buy their own tools and equipment as per the course requirements.

RULES AND REGULATIONS

Ruiru Technical and Vocational College is an Institution of Higher Learning governed by rule of law. Ensure that you and your parent/guardian/sponsor

read and understand the attached rules and regulations well before signing the declaration form provided.

Please note that the college does not condone indiscipline. Any student who cannot cope with the college's rules and regulations will be advised to leave.

Finally, we hope you will secure this chance and reap maximum benefits from Ruiru Technical and Vocational College for a better future. We are therefore expecting you to report for admission not later than the date stated on the first page and during office working hours (8.00am–5.00pm).

If you fail to report on this date, it will be assumed that you did not accept the offer and your chance will be given to someone else.

Thank You.

ROSELYNE BITENGO
REGISTRAR
FOR PRINCIPAL

RULES AND REGULATIONS

1. DISCIPLINE

- a) Internal exams and assignments are **compulsory** to all students. No student will be registered for CDACC Examinations (or other External Examinations) without coursework marks.
- b) Students are strictly prohibited from carrying dangerous weapons in and outside the institution.
- c) At no time in the institution should a student take alcohol, smoke cigarettes, chew miraa or be known to abuse any other drug.
- d) No student should be involved in fighting. Any degree of provocation should be reported immediately.
- e) All students are required to attend all the lectures/classes punctually. Any student who misses classes without a valid reason will face the disciplinary committee.
- f) All students should respect all forms of authority in the College –Student Leaders, Trainers, Support Staff, and visitors.
- g) No student should pass through the fence; the only entry is through the gate.

2. PROTECTION OF STUDENT FROM SEXUAL ABUSE

- a) Pornographic materials e.g. magazines, CD's/DVD's, websites etc are prohibited in the institution.
- b) All forms of abuse such as sexual, assault, inducement; threats or violence, exposing pornographic materials etc. is not allowed. Any such abuses should be reported to the administration immediately.
- c) Gay and Lesbianism relationships are prohibited in the institution.

3. VISITORS

Official visiting hours is from 8am-5pm on weekdays only.

4. DRESSING

- a) Trainees should always be decently dressed. In the compound we do not expect students in slippers, caps, hoods, beanies, revealing or torn clothes etc.
- b) Trainees should be dressed in the right workshop attire during workshop lessons.
- c) Trainees should always be in a decent haircut and hair do.

5. MEETINGS

Any form of meeting should be held in consultation with the administration.

6. VANDALISM

- a. Destroying of institution's property will lead to disciplinary action.
- b. No trainee should carry any item from the institution's designated areas.

7. TRESPASSING

Any trainee found in areas that are out of bounds for students without permission of the Officers concerned will lead to disciplinary action. Such areas include but not limited to **kitchen, offices and workshops** in the absence of trainers.

8. LEADERSHIP

- a. A student leader must be a person of integrity.

b. A student leader who is implicated in a discipline case automatically loses the leadership position.

9. INTIMIDATION

Any student leader who is found intimidating the trainees in any way will lose the position of leadership automatically.

10. VOLATILE/FLAMMABLE MATERIALS

No flammable materials should be found within the institution's compound.

11. INCITEMENT

Any trainee found inciting other trainees will be dealt with by the disciplinary committee. Any form of communication should be channeled using the formal channels of the institution.

CONSENT BY APPLICANT

I have read and understood the rules and regulations, and I agree to abide by them as long as I am a student of Ruiru Technical and Vocational College.

Trainee's Name.....

ID.No.....

Tel.....

Signature.....

Date.....

Witnessed by:

Parent/Guardian Name..... ID.

No.....

Tel.....

Signature.....
Date.....

SECTION I:

APPLICANTS PERSONAL DETAILS

Full Name:

.....
.....

P.O Box..... Postal
Code.....

Gender..... Date of Birth (dd/mm/yyyy)
.....

Marital status:

ID NO:

TEL NO (student's).....

Alternative Mobile Tel.no.....

Email:

Religion..... Denomination.....

County..... Constituency.....

Home district..... Division.....

Location..... Sub location.....

Village.....

Any disability/ health problem: (YES/NO) (MILD/SEVERE) (tick as
applicable) If yes Specify:

.....
.....

Hobbies.....

How did you get to know about Ruiru Technical and Vocational College?

.....
.....

PREVIOUS ACADEMIC DETAILS

Previous Institution/School:

..... P. O

Box.....Postal Code:

.....

Highest level of
education/training.....

Grade obtained.....

Year completed.....

KCPE Index

number.....Year.....Marks.....

..... KCSE Index

Number.....Year.....

Grade.....

SECTION II:

FAMILY DETAILS

Father's name:

ID NO..... (Attach a

copy of ID card) TEL NO.....

Occupation.....

Other sources of
income.....

Is father alive? (YES/NO) (If no, attach evidence
of death)

Father's Monthly income (Kes.)

Mother's name.....

ID NO..... (Attach a copy of ID card) TEL NO.....
 Occupation.....
 Other sources of income.....
 Is mother alive? (YES/NO) (If no, attach evidence of death)
 Mother's Monthly income (Kes.)

State who pays your fees.....

Relationship..... Occupation.....
 ID NO..... Address

Telephone No.....
 Monthly income (Kes.)

SIBLINGS IN SCHOOL/OTHER INSTITUTIONS

Name	School/Institution	Level
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
Other relevant information		

.....

SECTION III:

TRAINEE'S DECLARATION.

I confirm that the information given above is true to the best of my knowledge and I am aware that giving false information will lead to automatic disqualification and/or legal action.

Name:

.....
.....

ID No.....

Tel.....

Signature.....

Date.....

REGISTRAR'S COMMENTS

.....
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Signature.....

Date.....

MEDICAL REPORT

NOTE: Applicants must get this form filled by a Doctor from a recognized hospital.

Payment for the examination is the sole responsibility of the applicant.

NAME:

.....
.....

COURSE.....

TEL.....

1. Eyes and vision

Unaided Right-
Left.....
.....

Aided Right-
Left.....
.....

Colour
Blind.....
.....

Visual
field.....
.....

2. Nose

Nasal
bleeding.....
.....

Adenoids.....
.....

3. Ears (Hearing voice)

□ Right.....
.....

□ Left.....
.....

**4. Mouth and
Teeth.....**
.....

5. Glands.....
.....

6. Chest (With special reference to any tubercular tendencies)

.....
.....
.....
.....

**7. Spinal
column.....**
.....

**8. Body- internal
organs.....**
..

**9. Any other weakness, defects or disease: e.g. Defects of speech local
twitching or spasm, nervous disorders. STIS etc.**

General observations if care is desirable in any special direction, please give
particulars.....
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.....
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.....
.....

Name of the registered medical practitioner.....



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NEW FUNDING MODEL FEE STRUCTURE & PAYMENT DETAILS

The government has rolled out a new student-centered funding model for universities and TVET institutions. Under the new model, universities and TVET institutions no longer receive block funding in form of grants based on differentiated unit cost (DUC) previously used. Instead, the government has resolved that institutions' funding will be apportioned to individual students according to their level of need: **Vulnerable, Extremely Needy, Needy** or **Less Needy**.

If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the government scholarship does not cover the entire cost of your program, the deficit will be met by your parent/guardian. The annual tuition fee as per the new funding model is **Kes. 67,189/-** cascaded as follows:

VOTEHEAD	Amount (KSH.)		
	TERM 1	TERM 2	TERM 3
Tuition	12214	12214	12213
Personal Emoluments	4293	4293	4293
Electricity, Water & Conservancy (EWC)	1317	1316	1316
Local, Transport and Travel (L,T&T)	1316	1316	1317
Repairs, Maintenance and Improvement (RMI)	1086	1085	1086
Activity	1505	1505	1504
Medical and Insurance	666	667	667
Subtotal	22,397	22,396	22,396
Total Annual Fee	67,189		

Other one-off levies payable on Admission

(KUCCPS- 500, Student ID-600, Student Council-500, TVETA-500 & Admission-500)

1. **MODE OF PAYMENT**

All fees shall be paid in full on the reporting date through the account stated in **2(b)** below.

2. **NOTE**

- a) Fees once paid is not refundable under any circumstances.
- b) All payments should be made through a Banker's cheque to Ruiru Technical and Vocational College or through the College bank account A/C No **01139244835000** at Cooperative Bank, Ruiru Branch or through **CO-OP MPESA PAYBILL NO. 400222 A/C NO: 2448350#student's name e.g. 2448350#john**
- c) The Ruiru TVC Board of Governors reserves the right to review the fees from time to time.
- d) Any detected dishonesty / fraudulence act shall lead to disqualification / denial of admission / prosecution in court of law.
- e) **You will require the following to apply for government scholarships, Loan and Bursaries.**
 - A valid email address
 - Valid telephone number (*must be registered in your name to apply for a loan*)
 - KCPE and KCSE index numbers and year of examination
 - Passport size photo
 - Copy of your National ID (*for loan application*)
 - College/University admission letter
 - Your parents' registered telephone number
 - Your parents' national ID number
 - Death certificate if any of your parent is deceased.
 - Your birth certificate.
 - Two guarantors' (*Can be your parents*) ID numbers and registered telephone numbers (*for loan application*)
 - Copy of the sponsorship letter if you were sponsored in Secondary school.

COMPULSORY ITEMS

On the day of reporting for admission please bring the following items: -

- (a) This Letter of Offer.
- (b) Two (2) copies of each of the following documents;
 - ❖ KCSE certificate/Result slip
 - ❖ KCPE certificate
 - ❖ Previous school leaving certificate
 - ❖ Technical Education Certificate (If applicable)
 - ❖ Birth certificate
 - ❖ National Identity card
 - ❖ Medical certificate (form on page 9 duly filled by a doctor from a recognized hospital).
 - ❖ Two passport size photographs
 - ❖ Fees (see the attached fees structure on page 10&11)
 - ❖ One spring file
 - ❖ One Ream A4 printing papers

FOR OFFICIAL USE ONLY

Application Received By: _____

Admission Number: _____

Approved Course: _____

Remarks: _____

Authorized Signature: _____

Date: ___ / ___ / ____