

NEWSLETTER – NOVEMBER 2022

Dear Parent/ Guardian/Sponsor,

Happy Holiday

Term 3 2022 has come to an end and we give thanks to God. The Institute closes officially on Friday 25th November, 2022. All the students will be expected to resume on 9th January, 2023 for registration.

A. END OF TERM TWO 2022 ARRANGEMENTS

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| • Friday, 21 st October, 2022 | Start of End of Term Examinations |
| • Friday 4 th November, 2022 | End of End of Term Examinations |
| • Monday 31 st October, 2022 | Start of KNEC Examinations |
| • Friday, 25 th November, 2022 | End of KNEC Examinations |
| • Friday 25 th November, 2022 | Closing Day |
| • Monday 9 th January 2023 | Opening Day, Term One 2023 |
| • Tuesday 10 th January, 2023 | Registration of Students in the departments |
| | NOTE: Payment of fees is a requirement for registration |
| • Wednesday 11 th January, 2023 | Classes Begin |
| • 16 th – 20 th January, 2023 | Supplementary / Special Exams for End of Stage Exams |

B. FEES PAYMENT

1. It is the obligation of every student to ensure that the required fees is paid promptly. Please note that fees is payable in full on or before commencement of each term and no student shall be allowed to register without paying fees. We ask Parents and Guardians to cooperate with the Institute on fees payment. Each student has been issued with a Fees Statement. Please ensure that you meet the conditions set in the Fees Statement. Fees **must** be paid on or before the Registration Date (Tuesday, 9th January, 2023). You are encouraged to pay fees before the Institute opens to avoid congestion both at the bank and in the institute. The Finance Office shall remain open throughout December during working hours except on Public Holidays.
2. **Mode of Fees Payment**
All students are reminded that fees should be paid into the Institute's Bank Accounts at any of the banks listed below: -
 1. Cooperative Bank, Stima Plaza Branch, A/C No. 0129070020700
 2. National Bank, Harambee Avenue Branch, AC No. 01241003414700
 3. LIPA NA MPESA -4062655 (Use student name or ID number or Admission number as the account number)

Please note: -

- (i) The Institute does not accept any cash payments.
- (ii) Any excess fees paid will be treated as a prepayment for the subsequent term.
- (iii) The Receipts on fees payment shall only be issued upon Bank Pay – In Slips being reflected on the Institute's Bank Account(s) Statement. The institute shall not be accountable for any payment that will not be reflected on the Bank Statement. Parents/ Sponsors are advised to make early payments before the Institute re – opens to allow such clearance.

There has been a common practice by some students applying for a refund from the Institute immediately after paying tuition fees. This has been established as an avenue to drain funds from unsuspecting funding Organizations and Parents/ Guardians. Kindly take note that fees will not be refunded unless a student has completed the Course and refund shall only be to the Funding organization.

C. KNEC EXAMINATIONS

a) KNEC JULY/AUGUST 2022 EXAMINATION RESULTS

The above results were released in October 2022.

b) KNEC NOVEMBER 2022 EXAMINATIONS

The above examination commenced on the 31st October, 2022 and is set to end on the 25th November, 2022. We urge the parents to give support to students during this period.

c) REGISTRATION FOR KNEC JULY 2023 EXAMINATION SERIES

All the students who will sit for the KNEC July 2023 Examinations are required to register, note that the registration starts on 1st March 2023 and the deadline is 31st March 2023 upon payment of Tuition and KNEC Examination fees:

The documents required are: -

- (i) 1 Copy of KCSE Certificated or the latest KNEC Certificate attained
- (ii) 1 copy of Birth Certificate
- (iii) 1 copy of National Identification Card (ID)
- (iv) Ksh.100 for passport size photograph.

NB: The students must ensure that the documents presented for registration are legible.

D. COMPETENCY BASED EDUCATION AND TRAINING (CBET) PROGRAMS

Due to the ongoing reforms in the Education sector, the Institute has implemented CBET courses under various programs. These are assessed by Curriculum Development Assessment and Certification Council (CDACC), together with the Kenya National Examinations Council (KNEC).

E. PROJECTS

- a. Construction of Hospitality complex which is ongoing.
- b. Laying of CABRO in front of the administration block is completed.
- c. Increase of WIFI bandwidth.
- d. Laying the foundation for the construction of the Automotive workshops

F. SPONSORSHIP

Various opportunities exist for needy students to seek for financial help. These include: -

1. Bursaries from Constituency Development Fund (CDF), from the various constituencies
2. Scholarships from NGOS, Churches and Individuals.
3. TVET Bursaries from the Government through HELB. Students are reminded that HELB requires all Applicants to have a KRA PIN Number. The KRA Pin can be obtained online. Students are further encouraged to consult the Office of the Dean of Students for more information on HELB Bursaries.

G. STUDENTS GOVERNING COUNCIL (SGC)

- a. Elections for the SGC was successfully held on 20th September, 2022.
- b. Election of Class Representatives was also successfully conducted.
- c. Both groups wish to thank the Administration for the training on leadership.

H. CLUBS AND SOCIETIES

These forums provide students with an opportunity to socialize across departments thus developing them wholesomely. Students too have an opportunity through clubs and societies to travel all over the country and appreciate the richness of our national diversity and also interact with nature. The dean of students and the religious groups organized a successful prayer day on Friday 19th October 2022 where prayers were said for the Institute, the workers, students and their parents.

I. GAMES AND SPORT

The institute participated in ball games to regional Level and managed to obtain position 4 overall in ball games. Both Rugby men and Volleyball men qualified for National completions which was held at Meru Teachers Training College between 20th and 24 October 2022.

J. TREE PLANTING

Nairobi Technical Training Institute is committed to ensure an increase in tree cover by planting trees. On Saturday 1st October 2022 the ICYCS group planted seven trees in the Institutes field. On 15th October 2022 the Presidential Awards Group, the Wildlife club, and the student governing council were able to plant two hundred trees around the institute field.

K. DRESS CODE

All students **MUST** dress decently, modestly, and observe personal hygiene at **ALL** times. Parents/ Guardians are requested to support the institute in advising their sons / daughters on the same.

L. INSTITUTE RULES AND REGULATIONS

All students are expected to abide by the institute rules and regulations at all time.

Finally, we wish you Happy Holidays Full of Gods blessings.

With Regards,

GLORY K. MUTUNGI (MRS)
CHIEF PRINCIPAL