



MURAGA TECHNICAL TRAINING INSTITUTE
P.O BOX 614 - 60400 CHUKA - KENYA TEL: 0113175113
E-Mail: info@muragatechnical.ac.ke / muragatechinst@gmail.com
Website: www.muragatechnical.ac.ke



ADMISSION LETTER

NAME:

ADDRESS: PHONE NO:

COURSE: COURSE DURATION:

I am pleased to inform you that you have been offered admission to Muraga Technical Training Institute for the course named above. Congratulations.

Reporting date is **5TH May 2025**. You are advised to report during working hours from **8.00 a.m. to 4.00 p.m.** The Institute is located at Marima Market along Meru-Embu Highway in Tharaka Nithi County. It is 2 Kms from Marima market along the Marima-Iriga Road.

Attached find:

- 1) Personal details form to be duly filled before reporting.
- 2) Rules and regulations to be read and signed before reporting.
- 3) Fees structure

Total fees must be paid in full on the admission day. Fees is payable through KCB Chuka Branch A/C NO. **1212819675** by banker's cheque or direct deposit to the Institute Account. For direct deposit, you will be required to report to the Institute with the banking slip. Please note that cash payment and personal cheques shall not be accepted.

Once again congratulation on your placement to our Institute to further your education and develop relevant knowledge, skills and competences for your personal growth and development.

We look forward to receiving you.

WELCOME!



Purity G. Ndigah M
SENIOR PRINCIPAL/BOG SECRETARY



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GOVERNMENT FEE STRUCTURE FOR ALL COURSES

Following your placement in the institution, you are eligible for government scholarship, HELB and bursary to assist you with your education expenses. In case the government scholarship, HELB or bursary do not cover the cost of your studies, the deficit will be paid by your parent/guardian. Below is a table that shows government funding model and the benefits therein:

NB: For trainees to benefit from government scholarship and HELB they **MUST** make an application for consideration through the official website www.hef.co.ke

Examination fees vary with course.

Trainee CATEGORY	TOTAL ANNUAL FEES	% SCHOLARSHIP	AMOUNT KSHS	% HELB	AMOUNT KSHS	% HOUSE HOLD	AMOUNT KSHS	UPKEEP IN KSHS
Band 1 (Vulnerable)	67,189.00	70%	47,032.30	22.5%	15,117.53	7.5%	5,039.18	18,600
Band 2 (Extremely Needy)	67,189.00	60%	40,313.40	28%	18,812.92	12%	8,062.68	17,600
Band 3 (Needy)	67,189.00	50%	33,594.50	32%	21,500.48	18%	12,094.02	15,600
Band 4 (Less Needy)	67,189.00	40%	26,875.60	38%	25,531.82	22%	14,781.58	14,600
Band 5 (Able to Pay)	67,189.00	30%	20,156.70	43%	28,891.27	27%	18,141.03	13,600
Self-sponsored	67,189.00	0%	0.00	0%	0.00	100%	67,189.00	0.00

OTHER CHARGES:

Trainee Institute ID.....Kshs 300
KUCCPS Placement.....Kshs 1500
Registration.....Kshs 500
TVETA Quality Assurance.....Kshs 500
Trainee Welfare.....Kshs 900
TOTAL.....Kshs 3,700

Mode of Fees Payment: Deposit the money in the **Fees Collection Bank Account** and obtain a deposit slip or by **Bankers Cheque** or at any **KCB AGENT**.

ACCOUNT NAME :**MURAGA TECHNICAL TRAINING INSTITUTE**

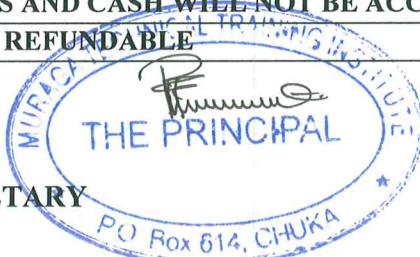
BANK NAME AND BRANCH :**KCB, CHUKA BRANCH**

ACCOUNT NUMBER :**1212819675**

NB: PERSONAL CHEQUES AND CASH WILL NOT BE ACCEPTED

FEES ONCE PAID IS NOT REFUNDABLE

Purity G. Ndigah M
PRINCIPAL/BOG SECRETARY





STUDENTS' PERSONAL DETAILS

The information provided in this form is intended to help the office of the Registrar understand the student better. It will be used for the purpose of improving the student's welfare while at the Institute.

(To be completed in capital letters. Attach a passport size coloured photograph (NOT FROM A« PHOTO ME » MACHINE).

Adm.No.

1. Full Name : _____ (Mr./Mrs./Miss)

Contact (phone no.) : _____ ID NO.: _____ County of birth _____

Adm No _____ Date of Birth _____ Religion _____

Nationality _____ Home Address _____

Marital Status _____ Name and Address of Spouse if married _____

2. MOTHER'S DETAILS:

Mother's name _____ Alive ☐ Deceased ☐ Contact.....

ID No.....If deceased, Death Cert No:

3. FATHER'S DETAILS

Father's Name _____ Alive ☐ Deceased ☐ Contact.....

ID NO _____ If deceased, Death Cert No:

4. Place of Birth :

Village/Town _____ Location _____ Name of Chief _____

Division _____ Sub-County _____ County _____

5. Place of permanent residence :

Village/Town _____ Nearest Town _____

Location _____ Name of Chief _____ Division _____ District _____

County _____ Nearest Police Station _____

6. Give names and addresses of two persons who can be contacted in case of an emergency.

a) Name _____ Relationship _____ Phone No _____

b) Name _____ Relationship _____ Phone No _____

7. Name and address of school attended for KCPE _____

Year completed _____ Grade Attained _____ KCPE Index No _____

8. Name and address of school attended for KCSE _____

Year completed _____ Grade Attained _____ KCSE Index No _____

9. Games/Sports interested in : _____

10. Clubs, Societies and Hobbies interested in : _____

11. Do you have any physical impairment ? If so, give details.

12. Please provide any other information you think is useful for the Institute.

I certify that the information I have provided above is correct.

Signature _____ Date _____

MURAGA TECHNICAL TRAINING INSTITUTE

RULES AND REGULATIONS FOR TRAINEES

The Institute expects the Trainees to work diligently to develop to the full of their sense of loyalty, responsibility and honesty. They are also required to work hard to achieve high standards of academic performance.

The following rules and regulations are intended to be a guide to help the trainees develop such qualities as to enable them achieve the foresaid. The trainees are asked to comply with them in a mature and understanding way. Appropriate disciplinary action will be taken against any trainee failing to comply with them.

REGULATIONS

1. Admission

Trainees will be selected according to the Ministry of Education Regulations. Points scored at Form Four level will be a guide for the selection. Selected trainees will be informed by a letter of admission.

2. Class Attendance

Trainees **MUST** attend all classes. ALL timetabled subjects must be attended promptly.

3. Punctuality

Trainees are expected to be punctual at all times. This sense of punctuality will prepare them for their future responsibilities and also assist in the smooth running of everyday activities in the institute.

4. Dressing

Trainees are expected to dress neatly, smartly and decently at all times. Trainees should be in official wear during class time and official Institute functions. Caps, hats, tights and sporting of dreadlocks is not allowed in the institute.

5. Flag Hoisting

Flag hoisting day is on Monday at 7.45 a.m. Trainees are expected to attend punctually without fail.

6. Attendance Of Assembly And Other Meetings

Trainees will have compulsory class meetings with class masters/mistresses every Wednesday between 7.30 a.m. and 8.00 a.m. Other days trainees are expected to have morning devotions in their tuition rooms before 7.30a.m.

Attendance of all official assemblies and meetings is compulsory.

7. Language

English and Kiswahili are the official languages in the institute.

8. Visitors

All visitors are asked to use the main gate where they should sign in and out after the visit.

9. Exit during the week

This will be recommended by M.O.D authorized by the Principal/Deputy Principal or Dean of Students. An exit form must be duly filled and signed.

10. Institute Trips

During an official trip no trainee should leave the party without permission of the Lecturer in charge. Rules and Regulations of the Institute MUST be observed during these trips.

11. Clubs

Trainees are advised to join at least a club or society of the Institute.

12. Exams

All trainees should sit and pass Continuous Assessment Tests, End of term and End Stage Examinations. Trainees who gets refers in any subject must sit for Supplementary exams. Those who fail stage exams are expected to repeat the whole year. Trainees are advised to read and understand the Institute's Academic Policy

13. General Rules

The following is a summary of the rules governing trainees' conduct in Muraga TTI. Trainees violating any of the following are subject to disciplinary action.

- a) Use of Indecent language shall not be condoned at any time. Any trainee found with the offence will be liable for suspension for a week.
- b) Pregnancy is discouraged during training.
- c) Use of Alcohol and other Drugs- possession, use, purchase or distribution is prohibited.
- d) Assault, Endangerment or infliction of physical harm- against any person within or outside the Institute is forbidden.
- e) Bullying and Intimidation – whether verbal, electronic written or physical act is prohibited.
- f) Disorderly Conduct- Any conduct that disrupts normal operations of the college is not allowed.
- g) False Representation – Forgery, alteration or unauthorized possession or use of college documents, records or fraudulent communication is prohibited.
- h) Sexual Misconduct including Sexual Assault, Sexual harassment, Stalking and intimate partner violence is forbidden.
- i) Smoking-prohibited in all indoor spaces in the institute and the whole compound.
- j) Theft and vandalism- theft, negligence, intentional or accidental damage to persona; or Institute's property is prohibited.
- k) Unauthorized Entry or Access-unauthorized entry into presence within enclosed Institute building or areas including workshop and offices even when unlocked is prohibited.
- l) Unauthorized use of College facilities and Services not limited to Institute buildings, spaces and grounds, furniture equipment and materials is prohibited.
- m) Shy-locking is not allowed.
- n) The use of or being in possession of any pornography materials is not allowed.
- o) Malicious damage to property is prohibited.

PUNISHMENT

Includes; Suspension for two weeks and/or a appearing before the board of Board of Governors for further disciplinary action.

In summary trainees should be self-disciplined and exhibit serious involvement in curricular and co-curricular activities, co-operation, self-respect and respect for others and their property for smooth running of this institution.

Please create an atmosphere conducive for successful training in Muraga technical Training Institute.

NB: The Rules and Regulations are subject to review as deemed necessary.

Yours Faithfully



Purity G. Ndigah M
PRINCIPAL/BOG SECRETARY

TRAINEE'S DECLARATION

I have read and understood the school rules and regulations. I accept to observe the rules and regulations and abide with them.

Name: _____ ADM: _____

Signature: _____ Date: _____

Confirmation by Parent/Guardian

Name of Parent/Guardian: _____

Signature: _____ Date: _____

TVETs FUNDING SOURCE GUIDELINES

Following your placement in the institution, you are eligible for government scholarship, Loan and bursary to assist you with your education expenses. 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, Loan or bursary do not cover the entire cost of your studies, the deficit will be met by your parent/guardian.

Requirements for the application

- 1) A valid email address
- 2) Valid phone number (must be registered in your name to apply for a loan)
- 3) KCPE_and_KCSE index numbers and year of examination
- 4) Passport size photo
- 5) Copy of your National ID (for Loan application)
- 6) College_admission_letter
- 7) Your parent's registered phone number
- 8) Your parent's National ID number
- 9) Death Certificate if any of your parents is deceased
- 10) Your birth Certificate
- 11) Two guarantors' (can be your parents) ID number and registered phone numbers (for loan application)
- 12) Copy of the sponsorship letter if you were sponsored in secondary school