



## **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 **2<sup>nd</sup> September 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) Fees structure
- 2) Certificate of medical examination to be dully filled as per the requirements.
- 3) Personal details form to be dully filled before reporting.
- 4) Rules and regulations to be read and signed before reporting.
- 5) Course requirements are downloadable on the school website([www.muragatechnical.ac.ke](http://www.muragatechnical.ac.ke))

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**



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



### **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](http://www.hef.co.ke)

<b>Trainee CATEGORY</b>	<b>TOTAL ANNUAL FEES</b>	<b>% SCHOLARSHIP</b>	<b>AMOUNT KSHS</b>	<b>% HELB</b>	<b>AMOUNT KSHS</b>	<b>% HOUSE HOLD</b>	<b>AMOUNT KSHS</b>	<b>UPKEEP IN KSHS</b>
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  
Examination Fees (Module one) .....Kshs 7000  
**TOTAL.....Kshs 10,700**

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**

**PAYBILL NO: 522533 ACCOUNT NO: 7686587#Trainee Adm no.**

**NB: PERSONAL CHEQUES AND CASH WILL NOT BE ACCEPTED**

**FEES ONCE PAID IS NOT REFUNDABLE**



**Purity G. Ndigah M**  
**PRINCIPAL/BOG SECRETARY**



**CERTIFICATE OF MEDICAL EXAMINATION (TO BE FILLED BY A GOVERNMENT DOCTOR)**

This is to certify that I have examined \_\_\_\_\_

on \_\_\_\_\_ and the findings are as follows:

- |   |       |       |
|---|-------|-------|
| 1. Eyes and Vision  | Right | Left  |
| Colour blind  | _____ | _____ |
| Visual field  | _____ | _____ |
| 2. Ears   |       |       |
| Hearing voice   | Right | Left  |
|   | _____ | _____ |
| 3. CVS:   |       |       |
| Pulse: _____  |       |       |
| BP: _____   |       |       |
| Hs: _____   |       |       |
| Liver _____   |       |       |
| Spleen: _____   |       |       |
| 4. Laboratory investigations:   |       |       |
| Urinalysis: _____   |       |       |
| Albumin: _____  |       |       |
| Sugar: _____  |       |       |
| Stool: _____  |       |       |
| VDRL: _____   |       |       |
| 5. General observation if care is desired in any special direction. Please give details |       |       |
| _____   |       |       |
| _____   |       |       |
| _____   |       |       |

Doctor's Signature \_\_\_\_\_ Date and Official Stamp



## **STUDENTS' PERSONAL DETAILS**

The information provided in this form is intended to help the office of the Registrar to understand the student better. It shall be used for the purpose of improving the student's welfare while at the Institute. (To be completed in capital letters.)

### **1. PERSONAL INFORMATION**

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 phone of Spouse if married \_\_\_\_\_

### **2. MOTHER'S DETAILS:**

Mother's name \_\_\_\_\_ Alive ☐ Deceased ☐ Contact \_\_\_\_\_  
ID Number: \_\_\_\_\_ If deceased, Death Cert No: \_\_\_\_\_

### **3. FATHER'S DETAILS:**

Father's Name \_\_\_\_\_ Alvie ☐ Deceased ☐ Contact \_\_\_\_\_  
ID Number: \_\_\_\_\_ 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 of school attended for KCPE: \_\_\_\_\_  
Year completed: \_\_\_\_\_ Grade Attained \_\_\_\_\_ KCPE Index Number: \_\_\_\_\_
8. Name of school attended for KCSE: \_\_\_\_\_  
Year completed: \_\_\_\_\_ Grade Attained \_\_\_\_\_ KCSE Index Number: \_\_\_\_\_
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 \_\_\_\_\_

## **COURSE REQUIREMENTS**

### **COMPULSORY ITEMS FOR ALL STUDENTS**

**On the day of admission please bring the following items: -**

- ❖ Medical Certificate page 3 (done within the last one month) from a **Government Hospital.**
- ❖ This letter of admission
- ❖ **Fees (see attached fee structure page 2)**

**Originals and photocopies of:**

- ❖ National Identity Card
- ❖ Birth certificate,
- ❖ K.C. S. E & K.C.P.E Certificate **or** Result slip,

# **RULES AND REGULATIONS FOR TRAINEES**

The Institute expects the Trainees to work diligently to develop sense their full 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, alternation 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

## **SENIOR PRINCIPAL/BOG SECRETARY**

### **TRAINEE'S DECLARATION**

- 1) By enrolling at Muraga Technical Training Institute, you consent to the use of your photographs or likeness in the institute's official website, social media, and promotional materials.
- 2) 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 this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website **[www.hef.co.ke](http://www.hef.co.ke)**. In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your programme, 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 parent is deceased
10. Your Birth Certificate
11. Two guarantors' (can be your parents) ID number and registered telephone numbers (for loan application)
12. Copy of the sponsorship letter if you were sponsored in secondary school.