



KIBWEZI INSTITUTE OF PROFESSIONAL STUDIES

P O BOX 291 – KIBWEZI

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A Kenya National Examinations council [KNEC] examinations center registered by the Ministry of Education. Registration number 17P40000003

OFFICE OF THE REGISTRAR

RE:LETTER OF ADMISSION

Dear _____ We are pleased to inform you that you have been offered admission in this college for _____ course.

Please note that KIPS is modeled on Christian principles and Ethics and therefore students are expected to follow and obey code of conduct, rules and policies as set by the college.

The college is fully registered by the Ministry of Education to offer Education, Technical and Business courses examined by Kenya National Examination Council (KNEC).

We offer boarding and day schooling.

The college is located in **Kibwezi Town**, Makueni County, 300 meters **from A.I.C Church** off **Kibwezi-Kitui Road**. Reporting time is between **8:00 am to 4:30 pm**. Remember to use contact mobile numbers shown in this letter for more information.

The college will not accept **CASH** payment of fees or personal cheques and therefore students are advised to deposit their fees directly to **KCB (KIBWEZI BRANCH)** or any other KCB bank country wide and retain the bank deposit slip to be produced when reporting to the college. Bankers' cheques and postal money orders are acceptable.

College fees must be paid in full on reporting day or in two installments before the end of college academic term.

A/C NAME KIBWEZI INSTITUTE OF PROFESSIONAL STUDIES

A/C NUMBER 1261834542 (KCB BANK) KIBWEZI BRANCH

Or

- 1) LIPA KARO NA MPESA BUSINESS NUMBER- 522123
ACCOUNT NUMBER -30146KNAME OF STUDENT**

On behalf of the college, I congratulate you for this achievement and wish you God's blessing in your studies at this college.

Yours Sincerely,

Joyce Nzibo

PRINCIPAL.

BUSINESS AND TECHNICAL COURSES, DURATION AND FEES

COURSE	EXAMINATION BODY	DURATION	FEES PER SEMESTER/TERM/LEVEL/SECTION	MINIMUM QUALIFICATION
Diploma in Catering and Accommodation	KNEC	3 Year	18,000.00	C plain and Above
Diploma in Social work &Community Development	KNEC	3Years	18,000.00	C –(minus) and Above
Diploma in Hairdressing and Beauty Therapy	NITA	3 Years	18,000.00	C- (minus) and above
Diploma in ICT	KNEC	3 Years	18,000.00	C- (minus) and Above
Certificate in Catering and Accommodation	KNEC	2 years	16,000.00	D (plain) and above
Certificate in Food and Beverage Production (FBS)	NITA	2 Years	16,000.00	D (plain) and Above
Certificate in Social Work & Community Development	KNEC	2 Years	16,000.00	D (Plain) and Above
Certificate in Beauty Therapy	NITA	1 Year	16,000.00	D (Plain) and Above Grade III
Certificate in Hairdressing (HD)	NITA	2 Years	16,000	D (Plain) and Above grade III
Certificate in ICT	KNEC	2 Years	16,000.00	D (Plain) and Above
Artisan in Baking and Pastry	NITA	1 Year	16,000.00	KCPE and Above
Artisan in Catering and Accommodation	KNEC/NITA	1 Year (2 Modules)	16,000.00	KCPE and above
Artisan in Secretarial Studies	KNEC	1 Year	16,000.00	KCPE and Above
Artisan in Beauty Therapy	KNEC	1 Year	16,000.00	D (plain) and above
Artisan in ICT Computer Operator	NITA	1 Year	16,000.00	D- (minus) and above
Artisan in Food and Beverage Production	NITA	1 Year	16,000.00	KCPE And Above

COURSE REQUIREMENTS FOR NEW STUDENTS

NB: A) All new students should pay the following: -

- (i) Admission fee of Kshs. 1,000.00 (non-refundable).
- (ii) College I.D Card-Kshs.500.00
- (iii) Electricity and maintenance -Kshs.700.00
- (iv) Internal exam – Kshs 500.00
- (v) School Based Assessment – Kshs. 500.00 (per assessment)
- (vi) Library fees – Kshs. 3,500.00
- (vii) T-Shirt – Kshs. 1,000.00

B) Strictly no cooking in the hostels, buy meals from the college cafeteria

College fees must be paid in full on reporting day or in two installments before the end of college academic term.

<i>PERSONAL EFFECTS FOR BOARDERS</i>	<i>GENERAL ADMISSION REQUIREMENTS</i>
<p>Towel, soap, basin and slippers</p> <p>2 bed sheets</p> <p>Mattress – high density 3 by 6”</p> <p>A mosquito net</p> <p>Tooth paste, tissue paper</p> <p>Other personal effects as per the student’s preference</p> <p>One light blanket</p> <p>Spoon, plate and cup</p>	<ul style="list-style-type: none"> • This calling letter • Original and two copies of academic and professional certificates. • Original and two copies of National ID • Original and two copies of Birth Certificate. • Two passport sized photographs (coloured) • This admission form duly filled • Two reams of photocopying papers • Two spring files • Copy of school leaving certificate • 10 Exercise books A4 size • 2 hard cover (2 quire) • 3 packets of dustless chalk
<i><u>BEAUTY THERAPY COURSE</u></i>	<i><u>HAIR DRESSING COURSE</u></i>
<ul style="list-style-type: none"> • Make-up kit – any • Facial products: cleanser, toner, scrub, mask, moisturizer • Manicure kit /set • Pumice stone, cutex (polish) remover and cotton wool • Artificial nails, Dettol liquid and peroxide • Razor blades, mascara and eye pencil • Dye (any colour) – 1 pc 	<ul style="list-style-type: none"> • Braids – 4 pcs • Weave – 1pc, 2 needles and special thread • Shampoo and conditioner – 1 litre each • Relaxer (chemical) – available in college at your own cost Kshs. 2,000/= • Hair food (big) – 1 • All combs • Dummy with hair and dummy stand- available at Kshs. 3,000/= • Rollers – 2 pkts, pair of scissors, gel and pins • 1 counter book – 3 quire, 2 exercise books A4 size and pens

CATERING STUDENTS TO PAY 5,000 PER TERM FOR PRACTICALS.

FOOD, BEVERAGE AND SERVICE COURSE

Training materials available in college at Kshs. 5,000/=

SECTION A: APPLICANTS'S PERSONAL DETAILS

NAME: _____

(Surname) (Other names in full)

POSTAL ADDRESS: _____

POST CODE _____ TOWN/CITY: _____

CELL PHONE: _____

DATE OF BIRTH: _____ GENDER: _____

MARITAL STATUS: _____

NATIONALITY: _____

NATIONAL ID NO: _____

NAME OF NEXT OF KIN/ SPONSOR: _____

RELATIONSHIP: _____ POSTAL ADDRESS: _____

TOWN/CITY: _____ CELL PHONE: _____

EMERGENCY CONTACT: _____

POSTAL ADDRESS: _____ POSTAL CODE: _____

TOWN/CITY: _____ CELL PHONE: _____

SECTION B: COURSE APPLICATION DETAILS

DIPLOMA IN _____

SECTION C: HEALTH

PLEASE TICK APPROPRIATELY

ASTHMA YES NO

DIABETES

LEPLECTIC YES NO

PREGNANT

YES NO YES NO

CANCER
PRESSURE

HIGH BLOOD

YES NO YES NO

CURRICULUR ACTIVITIES

Event	State the event participated
Ball games	
Athletics	
Clubs	
Societies	

SECTION D: APPLICANTS DECLARATION

- I declare that the information given herein is true and accurate to the best of my knowledge and I fully
- Understand that any information found to be false would lead to automatic disqualification.
- **APPLICANT'S FULL NAME:** _____
- **ID / PASSPORT NO.** _____
- **DATE:** _____
- **APPLICANT'S SIGNATURE:** _____

COLLEGE RULES AND REGULATIONS

1. IDENTITY

Students must possess valid College Identity Card
ALWAYS. Failure to do so, one will not be attended I the library.

2. DRESSING

Students must be smartly dressed at all times. Failure to adhere, one will clean the toilets / bathrooms.

3. PUNCTUALITY

Be punctual for all scheduled college activities / lessons.
Failure to adhere, one will be required to clean a room in the College.

4. COLLEGE PROPERTY

Care and good handling must be observed failure to which penalties will be attached.

5. ACADEMIC/PROFESSIONAL RESPONSIBILITY

Strict observance and attendance to ALL academic/professional activities.

6. LEAVE OUT/ABSENCE

- (a) Written permission must be obtained from the Dean of students or the T.O.D. for short- term permission. Failure to adhere, one will clean the staff toilets.
- (b) Absenteeism for two fortnights should be permitted by the Principal or D/principal Failure to adhere, one will be send for a parent / guardian.

7. MEALS

Strictly no cooking in the hostels, buy meals from the College Cafeteria.

8. VISITORS

Allowed ONLY on Sundays between 11.00 a.m. and 5.00 p.m. Visitors should not access dormitories. Failure to adhere, one will clean toilets

9. PREGNANCY

Pregnant student(s) must report to the Dean of students immediately for assistance. Expectant students will go for maternity leave and come back after 6 months.

NOTE: Further action will be taken in accordance with the regulation of the Ministry of Education.

10. MEETINGS / PROCESSIONS / DEMONSTRATIONS, etc.

Seek permission or authority from the college. Tribal meetings and associations are illegal in the college. To the contrary, student will be send home for parent / guardian.

11. ALCOHOLISM, DRUNKENESS / DRUGS AND SMOKING

Kibwezi Teachers Training Centre is a ``NO DRUG AND SMOKING ZONE.``
Culprits will be reported to the relevant authorities and parents / guardian informed.

12. CLEANLINESS

Dorms, personal hygiene, classrooms and compound cleanliness should be observed. Non-compliant students will be reported to the Principal.

13. RESIDENTIAL PREMISES

Are out of bounds to students of the opposite sex. One should stick to the cube allocated to him /her. Non-compliance will result to the student being send home for parent / guardian.

14. WORSHIP

The College has a multi-purpose hall where all the students MUST attend Sunday service except for the Muslims where special arrangement is done for their prayers.

DECLARATION

I, ID NO.: have successfully read and understood the college rules and regulations and hereby declare that, I shall abide by the same during my stay in the college. Thank you.

Name of student

Signature of student:

Course:

Date: