



**KAIMOSI COLLEGE OF RESEARCH AND TECHNOLOGY
(FRIENDS COLLEGE KAIMOSI)
P.O. BOX 150, KAIMOSI. MOBILE 0735818311**



ADMISSION LETTER

Dear Mr/Mrs/Ms. _____
We are pleased to inform you that application to undertake a course in this college has been successful.
Course _____

Department: _____

You are therefore expected to report to College **5TH MAY 2019 failure** to so this vacancy will be forfeited

***Students may change course
within the first two weeks on
admission or call registrar on 0712552231 / 0735818311***

REQUIREMENTS:

REGISTRATION

1. Two (2) Coloured Passport Size Photographs.
2. One (1) folder.
3. Original and photocopies of Result Slip/Certificate, Leaving Certificate, Birth certificate and ID card.
4. All students are expected to carry their own stationery.
5. **GAMES KIT: - (Optional).** T-shirt/Shirts and Rubber shoes/Sports shoes –

BOARDING

1. Boarding facilities are optional and offered on “**First Come First Served**” basis. Accommodation is paid for separately and includes: Bed space, bed and mattress only (**meals are not included in the accommodation fee of Ksh.3,000 per term**).
2. Students who opt for college accommodation are advised to bring
 - i. Their own Beddings.
 - ii. Mosquito Net.
 - iii. Soap, toilet paper, detergent
 - iv. Plate, Spoon and Cup.

Pay As You Eat System: Meals shall be available to all students on **cash basis** at fair prices.

NOTE

1. All students are expected to dress decently.
2. Students are advised to purchase Basic Text-Books as per the attached list.
3. All students are expected to adhere to the laid down college rules. These should be read carefully and signed both by **PARENTS/GUARDIANS** and **STUDENTS**.
4. All students **MUST** return the duly completed Medical Form to the college on **Admission**.
5. Students wishing to be Boarders **MUST** return duly filled Boarding Application Form.
6. Boarding facilities are limited and will be allocated on first come first served basis.
7. All students are admitted on condition that they qualify for the courses in which they are enrolled. The college will not be held responsible for students who fail to register for exams due to low qualifications
8. Examination fees for July Examinations is due in 1st (first) term hence fees for November is due in 2nd (second) term.

Yours faithfully

KAIMOSI COLLEGE OF RESEARCH AND TECHNOLOGY

Clerkson Barasa
PRINCIPAL/SECRETARY – BOG/PTA



FCK/ADMN/001

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MEDICAL CERTIFICATE

(TO BE COMPLETED BY A QUALIFIED DOCTOR IN A GOVERNMENT HOSPITAL)

Name of student _____ Age _____

The following have been checked:

1. Eyes
2. Chest
3. Teeth
4. Checked for VD and HIV/AIDS and found
5. Checked for pregnancy and found _____
6. Others:
 - 1.
 - 2.
 - 3.
 - 4.

Signed _____
MEDICAL GOVERNMENT DOCTOR

This form MUST be submitted to the college Nurse on admission.



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APPLICATION FOR ADMISSION INTO BOARDING

1. THIS FORM SHOULD BE FILLED IN DUPLICATE AND HANDED TO THE PRINCIPAL, FRIENDS COLLEGE KAIMOSI.
2. ALL STUDENTS SEEKING BOARDING FACILITIES MUST READ AND UNDERSTAND COLLEGE AND BOARDING RULES BEFORE COMPLETING THIS FORM.
3. BOARDING FACILITIES ARE PAID FOR SEPARATELY AND INCLUDE BED SPACE, BED AND MATTRESS ONLY. (MEALS ARE NOT INCLUDED)
4. PARENTS/GUARDIANS ARE ADVISED TO GIVE THEIR SONS/DAUGHTERS ENOUGH MONEY TO CATER FOR THEIR MEALS WHICH SHALL BE AVAILABLE AT FAIR PRICES ON CASH BASIS UNDER “THE PAY AS YOU EAT SYSTEM”.

PART A

To be filled by Applicant

NAME CLASS ADM. NO.....

POSTAL ADDRESS

TELEPHONE NO.

NEXT OF KIN NAME

POSTAL ADDRESS

TELEPHONE NO.....

I do hereby declare that;

1. My parent/guardian/sponsor has agreed to pay Boarding Fees at the start of each term promptly.
2. I will abide by the boarding regulations of the college.
3. I agree to abide by changes that the college may effect from time to time in the Hostel.

PART B

Do you have a health problem? YES/NO.

If YES explain

.....

Please attach Doctor’s letter.

.....
Signature of applicant Date



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PART C

To be filled by parent/guardian/sponsor

FULL NAME

OCCUPATION

HOME ADDRESS ID NO.....

INCASE OF EMERGENCY/OFFICE ADDRESS

.....

Tel. NO.....Signature

DECLARATION

I hereby declare as follows:-

1. I will pay the College Fees in full at the start of every new term promptly.
2. I have read and understood these rules and regulations and further understand that breach of the said rules will lead to my suspension and/or expulsion from college.
3. I will take responsibility of my own medical care if admitted or referred to any Hospital.
4. I will meet expenses of any damage that I cause to college property.

.....
Signature of Student

.....
Signature of Sponsor (Witness)

FOR OFFICIAL USE ONLY

SIGNATURE:

REGISTRAR _____

DATE: _____



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COLLEGE RULES AND REGULATIONS

1. **LEAVE OUT – (DAY LEAVE)**
Absence from college must be against the express authority of the master on duty.
2. **COLLEGE PROGRAMMES AND ACTIVITIES**
All students must participate in all college programmes and activities
3. **MANNER OF DRESS**
All students must be decently and appropriately dressed and presentable at all times.
4. **OUT OF BOUNDS**
All male hostels are out of bounds to female students and vice versa. Visitors are not allowed in students hostels
5. **DRUG ABUSE**
Any form of drug abuse (e.g. drunkenness, bhang – smoking etc) is strictly forbidden.
6. **ANTI SOCIAL BEHAVIOUR**
Students are strongly discouraged against any disrespectful behaviour but should strive to cultivate an amiable relationship between them and all members of the Kaimosi community.
7. **CLEANLINESS**
All students **MUST** clean their hostels and the environs, and classrooms.
8. **COLLEGE PROPERTY**
All students **MUST** ensure that college property is properly looked after and utilized for the benefit of all users.
9. **VISITORS**
All visitors must register with the office before being allowed to see students on week days.
10. **BOARDING FACILITIES**
Only a limited number of Boarding places are available. These will be allocated on the basis of “first come first served basis.” Therefore, only those who are willing to accept the facilities offered will be allocated Boarding places.
NOTE: Boarding fee does not include meals and parents/Guardians are advised to give their sons/daughters enough money to cater for their meals.

THE FACILITIES OFFERED ARE:-

- (i) Cube for four/six/ten students with window curtains
- (ii) Overhead lighting
- (iii) A common room with one socket for ironing and charging of phones only.
- (v) Metallic double-decker bed and mattress.
- (vi) Dining Hall
- (vii) Meals are offered on cash basis under the Pay As You Eat System.



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NOTE: Any illegal connection of power supply is not only dangerous but will lead to immediate dismissal from the hostels or college

REGULATIONS FOR BOARDING STUDENTS

12. **LEAVE OUT (OVERNIGHT)**
Absence from college overnight must be against the express authority of the Dean of students or the Deputy Principal
13. **CHANGE IN MEAL TIMES, MENU AND MEAL PRICES**
Changes in the meal times, menu and meal prices will as much as possible be communicated to the students in advance. Meals shall be sold at the most fair prices possible.

NOTE: The Menu, including prices for different meals will be available in the dining hall.
14. **MEALS:- (available on cash basis under the “Pay As You Eat System”)**
 - i. Meals shall be served on “first come first served basis”
 - ii. All meals must be taken inside the dining hall.
 - iii. Students can source for their meals from within or outside the college.
15. **CLASS ATTENDANCE**
Students **MUST** ensure that they avail themselves on time for lessons.
16. **PREGNANCY**
Pregnancy examination for female students is compulsory at the beginning of every term by the college Nurse. Those found to be pregnant will be allowed to proceed on one year maternity leave/become day scholars.
17. **NON-ADHERENCE TO THESE RULES**
Any student in the Boarding section who breaks any of these rules will automatically lose his/her boarding place.

Clerkson Barasa
PRINCIPAL