

**LETTER OF ADMISSION**

**NAME:** ..... **ADM NO.** .....

**COURSE:** ..... **DURATION:** .....

**ADDRESS** .....

**Attach Recent  
Colour Passport  
Size Photograph**

**RE: INVITATION TO PURSUE A COURSE AT KAELO TECHNICAL & VOCATIONAL COLLEGE**

We are pleased to inform you that you have been offered admission to pursue the above-named course.

You are required to report to the institution on **5<sup>th</sup> January 2026** and not later than **12<sup>th</sup> January 2026**.

Admission time is **8:00 a.m. – 4:00 p.m.**

Kaelo Technical & Vocational College is located **2.5 km** from Laare Town along the Mutuati road. From Kaelo Market, turn left and proceed around 200m to the institution.

**FUNDING MODEL FOR TVET INSTITUTIONS**

Following your placement in this Institution, you are eligible for a **Government Scholarship, Loan and Bursary** to assist you 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**.

**TVET FEE STRUCTURE SUMMARY**

**A. Programme Fee per Module/Term**

- Tuition: Ksh. 22,400
- Assessment & Material Fee: Ksh. 12,600

→ **Total Fee per Module/Term: Ksh. 35,000**

**B. Admission Charges for New Trainees**

- Registration: Ksh. 500
- Student Welfare: Ksh. 500
- Student ID: Ksh. 500
- Assessment & Material Fee: Ksh. 12,600

→ **Total Admission Charges: Ksh. 14,100**



### **IMPORTANT NOTE (NB)**

All trainees who do NOT apply for Government Scholarship, Loan, and Bursaries will be required to pay **Ksh. 35,000 per module/term**.

### **Additional Charges for New Applicants**

1. All new applicants must pay the following mandatory fees:

- o Registration Fee: Ksh. 500
- o Students Council Fee: Ksh. 500
- o Student ID: Ksh. 500

**→ Total: Ksh. 1,500**

2. Personal cheques or cash are NOT acceptable.

3. School fees must be paid via:

**MPESA PAYBILL, BANKER'S CHEQUE, MONEY ORDER, OR DIRECT DEPOSIT TO:**

**EQUITY BANK –**  
**Makutano Branch (Meru)**  
**Account No.: 1040278877247**



4. Trainees should liaise with the institution for available hostel accommodation around the college.
5. Fees once paid are non-refundable

*Cecilia Mwongera*  
**PRINCIPAL**  
**KAELO TECHNICAL &**  
**VOCATIONAL COLLEGE**  
**P. O. Box 262 LAARE**

Cecilia Mwongera

**PRINCIPAL/BOG SECRETARY**

**KAELO TVC**



### SECTION 1: TRAINEES PERSONAL DETAILS.

Full Name.....Gender.....D.O.B.....

Marital Status.....ID NO.....(Attach a copy of your ID card)

Tel No.....Email Address.....P.O BOX.....

Postal Code.....County.....Home District .....

Constituency .....Division.....Location.....

Sub location.....Village/Estate.....Highest level of Education/training .....

Grade Obtained.....Year completed.....Exam index No.....

**(Attach copy of certificate/result slip)**

Previous institution/school ..... P.O BOX.....

Any Disability: (YES/NO)..... If yes (MILD/SEVERE) .....

Specify .....

### SECTION II: FAMILY DETAILS

**Fathers name**..... ID NO.....

(Attach copy of ID card)

Tel NO .....Occupation.....P.O BOX .....

Is Father alive? (YES/NO) (if no, attach evidence of death).

**Mother's name**.....

ID NO (Attach copy of ID card)

Tel NO

..... Occupation .....

P.O BOX

.....  
Is Mother alive? (YES/NO) .....(if no, attach evidence of death).

*Principal*  
**KAELO TECHNICAL &  
VOCATIONAL COLLEGE**  
**P. O. Box 262 LAARE**



**GUARANTOR TO PAY FEES (IF NOT PARENTS, STATE THE RELATIONSHIP AND OCCUPATION)**

Name ..... Relationship ..... Occupation .....  
 Address ..... ID NO ..... (Attach ID copy)  
 Tel ..... signature .....

Give names and address of two persons who can be contacted in case of emergency.

|         |              |       |
|---------|--------------|-------|
| Name    | Relationship | ID NO |
| 1. .... | .....        | ..... |
| 2. .... | .....        | ..... |

**Which games /sports are you interested in?**

.....

**Which clubs/society are you interested in?**

.....

**How did you get to know about the college?**

.....

**Please give any information you think is useful for you to communicate to the college.**

.....

**SECTION III: TRAINEES DECLARATION.**

I ..... ID NO....., declare that I undertake to abide by the regulations governing the institution, conduct and discipline of the students at Kaelo Technical and Vocational Training Institute and confirm that the information is true to the best of my knowledge and I am aware that giving false information will lead to automatic disqualification.

**SIGNED** ..... **DATE:** .....

**NAME:** .....

**Witnessed Parents/Guardian** ..... **Date** .....

**PRINCIPAL**  
**KAELO TECHNICAL &**  
**VOCATIONAL COLLEGE**  
**P. O. Box 262 LAARE**



### MEDICAL REPORT

**NOTE:** Applicants must get this form filled by a doctor from a recognized hospital. Payment for the examination is the sole responsibility of the applicant.

NAME ..... COURSE .....

ADM NO .....

1. Eye and Vision
  - ✓ Unaided Right – left .....
  - ✓ Aided Right- left .....
  - ✓ Colour Blind.....
  - ✓ Visual Field .....
2. Nose
  - ✓ Nasal Bleeding .....
  - ✓ Adenoids .....
3. Ears
  - Hearing voice - Right .....
  - Left.....
4. Mouth and Teeth .....
5. Glands .....
6. Chest .....
  - With special reference to any tubercular tendencies.....
7. Spinal column .....
8. Body internal organs.....  
.....

(a) Urine (for female students please state if pregnant or not).....

(b) Stool.....

9. Any other weakness, defects or disease: e.g., Defects of speech local twitching or spasm, nervous disorders, STIS etc.....  
General observations if care is desirable in any special direction, please give particulars  
.....

Name of the registered medical practitioner .....

Signature ..... Official Stamp and Date .....

**PRINCIPAL**  
**KAELO TECHNICAL &**  
**VOCATIONAL COLLEGE**  
*Oliver*  
**P. O. Box 262 LAARE**

## **COMPULSORY ADMISSION REQUIREMENTS**

On the day of admission please bring the following:

- (a) This letter of admission dully filled
- (b) **Originals and two (2) copies** of each of the following documents.

- KCSE
- KCPE certificate for Artisan applicants.
- KSCE School leaving certificate.
- Birth certificate
- A copy of your National Identity card.
- A copy of your parent(s)/Guardian National Identity card.
- Medical certificate (see attached copy).
- Two passport size photographs  Fees (see the attached fees structure)

## **BOARDING AND ACCOMODATION**

Currently the institute doesn't have accommodation facilities inside the College. However, there are enough rentable hostels around the College where students can rent.

## **PERSONAL EFFECTS.**

- (a) You will need to carry bedding, towel and washing basins, plate, cups, spoon and other personal effects.
- (b) No uniform is required therefore students should bring enough home clothes.
- (c) Engineering students should bring heavy leather shoes.

## **TEXTBOOKS AND OTHER REQUIREMENTS**

- (a) Though the institute will provide some library books, students are advised to buy some textbooks on their own to supplement the available books.
- (b) Stationery will not be provided. Students are advised to provide for themselves enough writing materials.
- (c) Engineering students will be required to buy their own tools and equipment as listed below.
- (d) Each trainee is required to bring a ream of printing papers
- (e) Additionally, each trainee is required to bring a ream of foolscaps for assignments

*.....*  
**PRINCIPAL  
 KAELO TECHNICAL &  
 VOCATIONAL COLLEGE  
 P. O. Box 262 LAARE**