



Kisauni Youth Polytechnic

(A Community Managed Institution)
Near Mombasa-Malindi Highway, Kisauni
P.O. Box No: 82484 – 80100, Mombasa, Kenya
Phone: 0724-356672
E-mail: kisaunipolytechnic@ymail.com.

NAME:

REF: ADMISSION.

We are pleased to inform you that **Kisauni Youth Polytechnic** has offered you a chance to train in **ARTISAN CERTIFICATE IN HAIRDRESSING & BEAUTY THERAPY**

You have been offered this chance on condition that you will be able to meet all the requirements, training fees, examination fees, dressings, writing materials etc as indicated in this form. Read carefully and fulfill the conditions for registration.

The Centre offers Uniform for both Boys and Girls as below:

| | | |
|------------------------|---|----------------|
| - Apron | = | Kshs. 500.00 |
| - School Identity Card | = | Kshs. 200.00 |
| - T-shirt | = | Kshs. 1,000.00 |

DOCUMENTS REQUIRED BEFORE ADMISSION:

- This Joining Instructions Letter
- Your Original Academic Certificates and Photocopies
- 6 most recent passport size photographs (not photo me)
- Your National Identity Card Photocopy (those above 18 years)
- Centre's Declaration Form Signed by both Trainee and Parent/Guardian

TRAINING ITEMS REQUIRED BEFORE ADMISSION:

- Mathematical Geometry Set
- Spring file
- Ream foolscaps
- Ream photocopy papers
- A4 200 pages exercise books – 6 ruled and 1 square
- 4 quire notes book
- Biro pens

ARTISAN FEE STRUCTURE YEAR 1:

| Vote Head | Term 1: | Term II: | Term III: | Total: |
|--------------------------|------------------|------------------|------------------|------------------|
| Admission | 1,000.00 | - | - | 1,000.00 |
| Tuition fee | 10,000.00 | 10,000.00 | 10,000.00 | 30,000.00 |
| Caution money | 500.00 | - | - | 500.00 |
| Development | 800.00 | 800.00 | 800.00 | 2,400.00 |
| Examination fee internal | 500.00 | 500.00 | 500.00 | 1,500.00 |
| Computer fee | 500.00 | 500.00 | 500.00 | 1,500.00 |
| Activity fee | 500.00 | 500.00 | 500.00 | 1,500.00 |
| Medical fee | 500.00 | 500.00 | 500.00 | 1,500.00 |
| Tools replacement | 300.00 | 300.00 | 300.00 | 900.00 |
| Training material fee | 3,000.00 | 3,000.00 | 3,000.00 | 9,000.00 |
| Insurance | 400.00 | - | - | 400.00 |
| Total | 18,000.00 | 16,100.00 | 16,100.00 | 50,200.00 |

Fees Instalment

| | Term 1 | Term 2 | Term 3 | |
|-------------------|---------------|---------------|---------------|-----------------------|
| First Instalment | 8,000.00 | 6,000.00 | 6,000.00 | 1 st month |
| Second Instalment | 5,000.00 | 5,100.00 | 5,100.00 | 2 nd month |
| Third Instalment | 5,000.00 | 5,000.00 | 5,000.00 | 3 rd month |

SALON P/TIME 5,000/= P/MONTH

ARTISAN FEE STRUCTURE YEAR 2:

| Vote Head | Term 1: | Term II: | Term III: | Total: |
|--------------------------|------------------|------------------|------------------|------------------|
| Admission | - | - | - | - |
| Tuition fees | 10,000.00 | 10,000.00 | 10,000.00 | 30,000.00 |
| Caution money | - | - | - | - |
| Development | 800.00 | 800.00 | 800.00 | 2,400.00 |
| Examination fee internal | 500.00 | 500.00 | 500.00 | 1,500.00 |
| Computer fee | 500.00 | 500.00 | 500.00 | 1,500.00 |
| Activity fee | 500.00 | 500.00 | 500.00 | 1,500.00 |
| Medical fee | 500.00 | 500.00 | 500.00 | 1,500.00 |
| Tools replacement | 300.00 | 300.00 | 300.00 | 900.00 |
| Training material fee | 3,000.00 | 3,000.00 | 3,000.00 | 9,000.00 |
| Insurance | 400.00 | - | - | 400.00 |
| Total | 16,500.00 | 16,100.00 | 16,100.00 | 48,700.00 |

Fees Instalment

| | Term 1 | Term 2 | Term 3 | |
|-------------------|---------------|---------------|---------------|-----------------------|
| First Instalment | 6,000.00 | 6,000.00 | 6,000.00 | 1 st month |
| Second Instalment | 5,500.00 | 5,100.00 | 5,100.00 | 2 nd month |
| Third Instalment | 5,000.00 | 5,000.00 | 5,000.00 | 3 rd month |

Examination registration fees =

Examination material fees =

TOOLS REQUIRED FOR THE COURSES:

BEAUTY THERAPY MATERIALS

- Baby oil
- Make up kit
- Lanolin cream
- Toner
- Cleanser
- Scrub
- Cotton
- Mask
- Ponds
- Eye pencil
- Jancho
- Nail polish
- Remover
- Base coat / top coat / nail
- Manicure set
- Face towels
- Foundation
- Artificial nails - 1
- Lip stick
- Mascara
- Raping paper
- Nail art

HAIR DRESSING MATERIALS:

- 3 set rollers
- 1 curl activator
- Become blond - 1
- Hair brush
- Hair pins
- Pressing buttons
- Pony braids - 2
- Relaxer 1 – 2
- Pony braids - 2
- Hair gel - 1
- 4 medium towels
- Scissors
- 2 shower caps
- Dettol
- Tail comb & style comb
- Hair food
- Treatment
- Weave
- Dummy

Non refundable fee for registration form - 200/=.

All fees to be paid direct to bank and deposit slips submitted to the institution for receipt purposes.

Account name: Kisauni Youth Polytechnic, Bank: KCB, A/c No. 1107605652 Treasury Square OR Equity Bank A/C No. 1140175535181 Kengeleni Branch, Msa. and

Examination Account Number: 4925544 Barclays Bank – Branch Nkrumah Road, Msa.

RULES AND REGULATIONS

1. Every student must attend every function in time e.g. Morning Parade, Class Session, Games and Sports etc. Bell and whistle must be respected.
2. Letters explaining trainee’s absence will be accepted only if signed by Parents/Guardians
3. In case of illness, the manager must be informed at once and on return to the Centre, a registered medical practitioner’s certificate must be produced.
4. Irregular attendance, unjustified absence, disobedient, rudeness, habitual illness and bad conduct justify suspension from the Centre. A report of such a trainee will be made to the management committee and strongly recommending that he/she be expelled.
5. Any kind of damage to the property shall be repaired by the trainee concerned.
6. **Smoking** and use of **alcoholic drinks** are strictly prohibited (Drug Free Zone)
7. No **fighting** will be allowed at the Centre whatsoever. Anyone who breaks this rule will be expelled from the Centre.
8. Any kind of weapons e.g. knives, clubs, spears, sticks etc. will not be allowed at the Centre. Using of **bad language** is completely prohibited.
9. No any kind of **stealing** will be allowed from this Centre. Anyone who will be reported for theft will be expelled from the Centre.
10. During practical work trainees **must be in relevant P.P.Es**, including appropriate shoes. Students should have the relevant **tools/ equipment** for that lesson.
11. **Earphones are not allowed and Mobile phones** must be switched off in workshops or else it will be detained till further notice.
12. **Only students whose fee payments schedules are up to date will be allowed in classes.**

Student Name:..... ID.No.

Signature:..... Date:.....

Thank you,

Hadija A. Abdallah
PROJECT MANAGER
Kisauni Youth Polytechnic



**Kisauni Youth Polytechnic
P.O. Box 82484, Mombasa, Kenya**

Application Form:

(Please answer each question clearly and completely, use capital letters)

I hereby apply for admission to the Kisauni Youth Polytechnic for

Personal Data:

Name of Student:..... ID. NO:.....

Postal Address:.....

Residential Address:.....

Home Address:.....

Telephone No: Place of Birth:.....

Male / Female:..... Date of Birth:.....

Person to be notified in case of emergency (Name, Telephone No. and Relationship)
.....
.....

Person in charge of paying school fees (Name, Telephone No. and Relationship)
.....
.....

Do you suffer from any chronic disease? (Notify if any)
.....
.....

Academic Status:

| | Name of School | Marks | Points | Year | Responsibility/Games: |
|------------------|----------------|-------|--------|------|-----------------------|
| Primary | | | | | |
| Secondary | | | | | |

I abide by all the rules and code of conduct of Kisauni Youth Polytechnic, I will not take part in any demonstration, I will always follow the chain of command and I accept to be punished or be summarily dismissed from the institution for indulging in any gross misconduct. I certify that the statements made by me and my Parent/Guardian in answering the above questions are true, complete and accurate to the best of my knowledge.

Signature of ApplicantDate:.....

Signature of Parent/Guardian:.....Date:.....