



# 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](mailto:kisaunipolytechnic@ymail.com).

**NAME:** .....

## **REF: ADMISSION.**

We are pleased to inform you that **Kisauni Youth Polytechnic** has offered you a chance to train in **CRAFT IN AUTOMOTIVE MECHANICAL ENGINEERING**

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:**

- |                        |   |                |
|------------------------|---|----------------|
| - Navy Blue Overall    | = | Kshs. 1,800.00 |
| - 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
- Your National Identity Card Photocopy (those above 18 years)
- Centre's Declaration Form Signed by both Trainee and Parent/Guardian
- Passport size photographs - 6pcs

### **ITEMS REQUIRED BEFORE ADMISSION:**

- Mathematical Geometry Set
- Black covered shoes
- Spring file
- Ream photocopy
- Ream foolscaps
- A3 drawing book
- T. Square
- Set squares
- Technical drawing compass
- Drawing pencils – HB, 2H, 3H & H - 1 each
- A4 200 pages exercise book – 6 ruled and 1 square
- 4 quire notes book
- 2 quire notes book - 2 for MVM
- Motor Vehicle Technology text book for Mechanics
- Biro pens

**CRAFT FEE STRUCTURE YEAR 1.**

<b>Vote Head:</b>	<b>Term 1:</b>	<b>Term II:</b>	<b>Term III:</b>	<b>Total:</b>
Admission fee	1,000.00	-	-	1,000.00
Tuition fees	11,000.00	11,000.00	11,000.00	33,000.00
Caution money	1,000.00	-	-	1,000.00
Development fee	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
<b>Total:</b>	<b>19,500.00</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>54,500.00</b>

**Fees Instalment**

	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	
First Instalment	8,000.00	7,000.00	7,000.00	1 <sup>st</sup> month
Second Instalment	6,000.00	5,500.00	5,500.00	2 <sup>nd</sup> month
Third Instalment	5,500.00	5,000.00	5,000.00	3 <sup>rd</sup> month

**NOTE: Student should clear their fees before exam registration****CRAFT FEE STRUCTURE YEAR 2:**

<b>Vote Head:</b>	<b>Term 1:</b>	<b>Term II:</b>	<b>Term III:</b>	<b>Total:</b>
Admission fee	-	-	-	-
Tuition fees	11,000.00	11,000.00	11,000.00	33,000.00
Caution money	-	-	-	-
Development fee	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
<b>Total:</b>	<b>17,500.00</b>	<b>17,100.00</b>	<b>17,100.00</b>	<b>51,700.00</b>

**Fees Instalment**

	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	
First Instalment	7,000.00	7,000.00	7,000.00	1 <sup>st</sup> month
Second Instalment	5,500.00	5,100.00	5,100.00	2 <sup>nd</sup> month
Third Instalment	5,000.00	5,000.00	5,000.00	3 <sup>rd</sup> month

**NOTE: Student should clear their fees before exam registration**

## **TOOLS REQUIRED FOR THE COURSES:**

### **MOTOR VEHICLE MECHANIC – TOOLS:**

- Empty metallic toolbox
- Offset ring spanners set – 8 pcs of sizes 6 – 24mm
- Offset double open ended spanners set - 8pcs of sizes 6 – 24mm
- Offset combination spanners set - 8pcs of sizes 6 – 24mm
- ½” inch socket spanners set - 12 pcs of sizes 10 – 24mm
- ½” inch socket spanner drive - 1 pc
- ½” inch long socket extension for (no. 6 above) - 1pc
- ½” inch short socket extension for (no. 6 above) - 1pc
- Combination pliers - 2 pcs (long and short nose)
- Ball pein hammer - 500gms - 1pc
- Circuit tester - 1pc
- Offset screw drivers set - (4 star and 4 flat ) = 8 pcs
- Tape measure - 5m

**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,

Khadija 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:
<b>Primary</b>					
<b>Secondary</b>					

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 Applicant .....Date:.....

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