



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

**NAME:** .....

## **REF: ADMISSION.**

We are pleased to inform you that **Kisauni Youth Polytechnic** has offered you a chance to train in **CRAFT CERTIFICATE IN FOOD AND BEVERAGE MANAGEMENT COURSE.**

You are required to report and be registered on ..... after which training will commence immediately. If you fail to report by..... your chance will be offered to another person.

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.

## **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>

## **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>

**Non refundable fee for registration form = 200/=**

## **BANKING INFORMATION**

**Account name: KISAUNI YOUTH POLYTECHNIC**

<b>BANK</b>	<b>ACCOUNT NO.</b>	<b>BRANCH</b>
<b>Kenya Commercial Bank</b>	<b>1107605652</b>	<b>Treasury Square, Mombasa</b>
<b>Consolidated Bank</b>	<b>10081203000007</b>	<b>Nkrumah Road, Mombasa</b>
<b>Equity Bank</b>	<b>1140175535181</b>	<b>Kengeleni Branch. Mombasa</b>

All fees **MUST** be deposited in any of the above accounts and **BANK** slips presented to the **Polytechnic Accounts office** for issuance of **official receipt. NO CASH PAYMENTS ARE ACCEPTED.**

**NB: FIRST PAYMENT SHOULD BE THREE QUARTERS OF THE TERM'S TOTAL FEES.**

## **REQUIREMENTS BEFORE ADMISSION:**

### **A) UNIFORM**

- ❖ Half white apron
- ❖ Chef's Jacket and checked skirt or trousers.
- ❖ Closed Flat Black Shoes
- ❖ White Blouse and 2 Black Skirts and Black Ribbon for ladies
- ❖ White Shirt, Black trouser and bow Tie for gents
- ❖ Neckerchief- Red
- ❖ Chef's hat
- ❖ Sky Blue Dust coat
- ❖ T-Shirt ( **Available at the Polytechnic at Kshs. 1000.00**)

### **B) WRITING MATERIALS**

- ❖ 8 Exercise Books (A4) 200 pages
- ❖ 1 Ream of photocopy
- ❖ 1 Bin Card and Box File (A5)

### **C) DOCUMENTS: The following must be availed during admission.**

- ❖ This Joining Instructions Letter
- ❖ Copies of the following:
  - KCPE / KCSE Certificate
  - School Leaving Certificate
  - Birth Certificate
  - National Identity Card (for those above 18 years)
- ❖ 6 most recent passport size photographs (not photo me)
- ❖ Centre's Declaration Form Signed by both Trainee and Parent/Guardian

**NB:** Students **MUST** bring originals and copies of documents mentioned above for **certification** purposes. Also uniforms are available at the Centre as below:

### **UNIFORMS**

1. Skirt - Kshs 800/=
2. Chef's Hat - Kshs 300/=
3. Dust Coat - Kshs 1,000/=
4. Apron - Kshs 500/=
5. Trouser - Ksh 1,000/=
6. Tray clothes - Kshs 100/=
7. Neckerchief - Kshs 100/=
8. Chef's jacket - Kshs 1,200/=

### **TRAINING ITEMS:**

1. Butcher knife
2. Fruit knife
3. Vegetable knife
4. Pallet knife
5. Oven gloves
6. Table linens slip clothes, napkins
7. Kitchen towel
8. Tray clothes
9. Waiter's clothes
10. Fools caps
11. Calculator
12. Ream photocopy papers

## **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. Centre and the respective serving area and kitchen leaders are appointed to assist the smooth running of the serving area and kitchen and entire Centre. They are to ensure the Centre rules are observed.
11. Kitchen and serving area **must be left in clean and tidy condition**. Benches and other items furniture's must not be damaged or defaced in any manner.
12. For reasons of safety and convenience no trainee is allowed to enter and train in any serving area and kitchen without supervision of the tutor concerned.
13. During practical work trainees **must be in relevant P.P.Es**, including appropriate shoes. Students should have the relevant **tools/ equipment** for that lesson.
14. **Earphones are not allowed and Mobile phones** must be switched off in workshops or else it will be detained till further notice.
15. **Only students whose fee payments schedules are up to date will be allowed in classes.**

**Student Name:**.....

ID. No. ....

**Signature:**.....

Date:.....



# KISAUNI YOUTH POLYTECHNIC

A Community Managed Institution assisted by Ministry of State for Youth Affairs)  
 Near Mombasa-Malindi Highway, V.O.K, ( Behind Khadija Primary School)  
 P.O. Box No: 82484 – 80100 Tel : 0724 356 672 / 0725 608 408  
 Mombasa, Kenya E-mail: [kisaunipolytechnic@gmail.com](mailto:kisaunipolytechnic@gmail.com)

## COURSE APPLICATION FORM

### PART “A” ( TO BE COMPLETED BY THE STUDENT)

1. Name of Student .....
2. Course Applied for:.....
3. Date of Birth..... Marital Status.....
4. Citizenship..... County..... District.....
5. Postal Address.....  
 .....Tel. No.....
6. Residence .....
7. Name of Sponsor if not Self-sponsored:.....  
 Relationship to Sponsor:.....
8. Next of Kin and Relationship:.....  
 Postal Address:.....  
 .....Tel: No.....
9. Do you suffer from any chronic disease?..... If yes, explain:.....  
 .....

### Academic Status

	Name of School	Marks	Points/ Grade	Year	Responsibility/Games
Primary School					
Secondary School					
College					

### MODE OF STUDY (TICK AS APPROPRIATE)

- ❖ Full-time
- ❖ Part-Time (If part-time state time of class):.....

### PART “B”: STATEMENT OF SPONSORSHIP

I ..... Of P. o Box .....  
 Tel. No.....do hereby undertake to pay all the necessary fees for the  
 named student above to undergo the course shown above for the recommended duration in this  
 Polytechnic.

#### **Student:**

Signature:..... ID. No. .... Date:.....

#### **Parent / Guardian/ Sponsor**

Signature:..... ID. No. .... Date:.....

Thank you,

Khadija A. Abdallah  
**PROJECT MANAGER**  
**Kisauni Youth Polytechnic**

