



MBITA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 320 - 40305 MBITA KENYA

TEL: +254743732583 , +254750076282

Email: mbitatechnical@gmail.com Website: www.mbitatvc.ac.ke



Ref: MTVC/ZOO/VOL.1/ 2026

Date: 16TH JULY , 2026

OFFER OF ADMISSION

To: _____

P.O. Box .. _____

We are pleased to offer you admission to a Year (s) _ Course in to report to the Institute on **2ND SEP 2026** before ...**4:00 P.M...** If you do not report by **30th SEP 2026** it will be assumed that you have forfeited your chance. Bring the following documents with you:

- a) Original **K.C.S.E** and **KCPE** Certificate/ Result Slip or any other relevant latest result slip/certificate
- b) Original School Leaving Certificate
- c) Original National Identity Card
- d) Original Birth Certificate
- e) This Original Letter of Admission
- f) Two (2) clear photocopies of (a), (b), (c) and (d)
- g) Passport photos
- h) A ream of Photocopying paper
- i) A ream of foolscap

NB: We have enclosed **joining instructions** and **training fees** which is payable in full on reporting.

NOTE: This letter is free of charge and not transferrable. No inducement should be given to any individual OR agent on delivery. The letter has been issued without alterations.

PRINCIPAL





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JOINING INSTRUCTIONS

1. RULES AND REGULATIONS

All students **MUST** observe College rules and regulations, copies of which shall be provided on registration.

2. GAMES

The College encourages all students to participate in games. You are therefore asked to bring a good quality pair of sports shoes and one set (trousers and top) of Light blue track suit.

3. STATIONERY

All stationery will be the responsibility of the student. Bring ruled papers, A4 exercise books, files and pens. Each student **MUST** also come with a scientific calculator.

4. TEXT BOOKS

Students are encouraged to buy their own text books. Specific courses book lists are attached to assist you purchase relevant books.

5. YOUR HEALTH

i. Medical Examination

You are required to visit a Government Doctor or a Registered Medical Practitioner who will examine you and complete, sign and stamp the attached MEDICAL EXAMINATION FORM. Bring the form, duly filled by the Doctor / Medical Practitioner, to the college on the reporting day.

6. HOW TO REACH MBITA TECHNICAL AND VOCATIOAL COLLEGE

Mbita TVC is located at **Waondo** and can be accessed from Mbita -Homabay. There are "matatus" from Junction Kodooyo to the TVC at all times .

We look forward to receiving you at Mbita tvc for a rewarding training experience.

(On reporting, bring the original and a photocopy of this document)

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FEES PAYABLE ON ADMISSION

A detailed fees guideline is attached. Any changes and other charges will be communicated.

MODES OF PAYMENT

It is required that payment be made in **FULL** to **KENYA COMMERCIAL BANK – ACCOUNT NUMBER 1336722568**

Deposits can be made at any branch countrywide and Original Deposit Slips presented to the college .

Fees may also be paid by **Crossed Money Order** to be cashed at Post Office or by **Banker's Cheque**.

NOTE:

1. All new students pay a non – refundable application processing fees of Ksh. 300 in Money Order form payable to **Mbita Technical And Vocational College**



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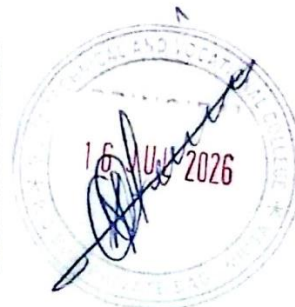


FEE STRUCTURE EFFECTIVE MAY 2026

Vote Head	1 st Instalment	2 nd Instalment	3 rd Instalment	Annual Fee
Tuition	5,000	5,000	5,000	15,000
Activity	1,500	1,500	1,500	4,500
Medical and Insurance	500	500	500	1,500
RMI	1,193	1,192	1,192	3,577
ELECT. Water & CON	1,000	1,000	1,000	3,000
Practical	1,404	1,404	1,404	4,212
Personal Emolument	4,000	4,000	4,000	12,000
L.TRANS & TRAVEL	1,500	1,500	1,500	4,500
Examination	4,500	4,500	4,500	13,500
Industrial Mentorship & Assessment	1,000	1,000	1,000	3,000
Student Council	500	500	500	1,500
Internet	300	300	300	900
TOTAL	22,397	22,396	22,396	67,189

OTHER CHARGES

S/No	Vote Head	Amount
1.	KUCCPS Placement Fee	1,550
2.	TVETA Quality Assurance	500
3.	Caution Money	500
4.	Registration Fee	300
5.	Institute ID	200



All fees shall be paid by Bankers Cheque or direct deposit to the institution's bank account

Bank account details		
ACCOUNT NAME	BANK/BRANCH	ACCOUNT NO.
Mbita Technical and Vocational College	KCB - MBITA	1336722568

New students are advised to apply for Government funding through www.hef.co.ke



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STUDENTS' BACKGROUND INFORMATION FORM

(1) Name: Adm. No:
(Surname) (1st name) (2nd name)

Year of Birth: Previous Exam: Index No: Year:

Grade obtained: National ID. No:

Name & Address of Former School/College:

Provide your last Exam results details:

SUBJECTS

GRADE

- | | |
|---------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |

Date admitted at Mbita TVC : Course:

Student's Mobile Number: Email:

2 (a) Name of Father/Guardian:

Telephone No(s): (1)..... (2)

Address: Email:

Father/Guardian's Present Address if not staying at home:

(b) Are both parents alive:

Give approximate ages of: (i) Father: (ii) Mother:

State the occupation of: (i) Father: (ii) Mother:

(c) Who looks after the family?

(d) How many children are there in the family? How many are employed?

How many are in Secondary Schools or Colleges?

NAME

SCHOOL/COLLEGE

- | | |
|---------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |



[Signature]



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3. Who pays your fees? (Give the following information if NOT Father)

Name: Telephone:

Address:

..... Email:

Occupation: Relationship to you:

4. Do you receive financial assistance from a Bursary Fund, Co-operative Society or any Charitable Organization? (If YES name the source of such assistance):

Name:

Address:

Telephone:

5. Give details of ANY OTHER person who may be contacted should you have any problem in the Institute:

Name: Telephone:

Address:

6. Sub county : Division:

Location: Name of Chief:

Address:

.....

Note: The Institute does not provide Special Meals apart from the normal menu.

DECLARATION

I declare that I have read and understood the college Rules and Regulations and that I will obey them and uphold the good name of Mbita Technical and Vocational College. I undertake to promote peaceful co-existence with other students and will at all times respect the established Institute authority. I will pursue academic excellence and observe the requirements of the Institute's Academic Policy as well as comply with legitimately sanctioned Institute Programmes. I will pay all Institute fees and any other levies due to losses, damages or expenses directly or indirectly caused or incurred by me. I understand that any contravention of the college Rules and Regulations or disobedience of any legitimately issued instructions will attract disciplinary action against me by the established Institute Disciplinary Machinery. I further understand that contraventions against the laws of the land will be referred to the government law enforcement machinery.

Student's Name: Parent/Guardian's name:

Signature: Signature:

Date: Date:





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TO BE FILLED BY A MEDICAL PROFESSIONAL

NAME: AGE:

SUB-COUNTY: COUNTY:

1. Any physical impairment:
.....
.....
2. Conditions of:
 - a. Chest:
 - b. Abdomen:
3. Eye / Sight:
4. Ear / Hearing ability:
5. Pregnancy (for women):
6. Any allergy:
7. Any other significant information:

I certify that..... is / is not fit to pursue his
/ her studies at the Institute.

Name:

Signature:

Designation:

Official Stamp:

NB: Further information may be sent to:

THE PRINCIPAL
MBITA TECHNICAL AND VOCATIONAL COLLEGE
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KENYA

