



KABETE NATIONAL POLYTECHNIC  
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KNP/PRINCI/CIRC/059C/01

30<sup>th</sup> July 2021

**PRINCIPAL'S CIRCULAR / NEWSLETTER TO ALL SPONSORS, GUARDIANS, PARENTS AND TRAINEES FOR MAY - JULY 2021**

**1. PREAMBLE**

The May - July 2021 Term has come to an end. I wish to thank all stakeholders who supported us to make it through. I specifically, appreciate parents/sponsors/guardians who paid fees on time to enable timely training activities. I urge those with fees arrears to clear them as they are hurting service delivery.

- a) We have prudently used internally generated funds to complete:
  - i. Renovation of Classrooms and Workshops (Replacement of Asbesto Roofs, Floor Tiling, Painting and associated works,
  - ii. Renovated former 4 3 bedroom staff houses and turned them into offices for various academic and support staff,
  - iii. Paved Walkways and Driveways
- b) The same internally generated funds are being applied:
  - i. To complete a KES 211M Tuition Building (Science Complex)
  - ii. Renovation of Kitchen and Dining Hall
  - iii. Student Hostels
  - iv. Converting Cargo Containers into a Trainee Centre
  - v. Converting Principal's House into a conference room
  - vi. Construction of 3 new ablution blocks
- c) All-in-all we are undertaking various repairs and renovations to create learning or office spaces to improve the work environment, and enhance service delivery. During the FY 2021/2022 we will initiate other development projects after all necessary approvals are obtained; This include
  - i. Completion of a Master Plan
  - ii. Hospitality Training Complex and Resource Centre
  - iii. Library and Administration Block

**2. REGISTRATION AND IMPORTANT TERM DATES**

We urge that all Trainees adhere to the term dates based on their admission period and comply with the attendance pattern of their training programmes. In order to address serious congestion and limit interruptions of training schedules, deferrals will be discouraged and where granted they must be authorized by the Academic Board after recommendation by approved officers of the Polytechnic (Head of Department and Registrar).

All Trainees and Sponsors are advised to take note of these dates. However, they are subject to the government directives and guidelines on the basis COVID 19 pandemic.

**a) Ongoing Activities/Events for Term II 2021**

- i. The End of Term II Examinations for 20S (Mod I) and CATS for 19S & 18S (Mod II & III) will end on 27<sup>th</sup> July 2021 and respective trainees should leave the Polytechnic by Wednesday 28<sup>th</sup> July, 2021.
- ii. Registration for Kenya National Examination Council (KNEC) for November 2021 series is ongoing and closes on 30<sup>th</sup> July, 2021. Trainees should confirm their registration details which will be posted on [https://www.kabetepoly.ac.ke/Exams\\_Reg.php](https://www.kabetepoly.ac.ke/Exams_Reg.php) by the 6<sup>th</sup> August 2021
- iii. Stage and End of Term II results for 20S will be released on 16<sup>th</sup> August, 2021 after which they will be accessible through the trainee's portal.
- iv. Kenya National Examination Council (KNEC) Examinations for the July 2021 Series will commence on 2<sup>nd</sup> August, 2021 and end on 27<sup>th</sup> August, 2021.

**b) Term III 2021 Activities/Events**

- i. The Polytechnic will open on Monday 6<sup>th</sup> September, 2021.
- ii. Activation for all trainees will close on Friday 17<sup>th</sup> September 2021. Any trainee who will not have activated by reporting on the students portal by that date, will be assumed to have deferred their studies.
- iii. **Any** trainees **deferring** their studies should inform the **Registrar** in writing through their respective Heads of Department by 16<sup>th</sup> August 2021. **Anyone** whose deferment request will not have been received in the Registrar's Office by the said date and fails to activate, will be assumed to have dropped out of studies and will be required to apply for fresh admission.
- iv. End of Term I Examinations for 18S & 19S Groups as well as Supplementary for Examinations done in Term II will commence on Thursday 9<sup>th</sup> September, 2021 and end on 16<sup>th</sup> September, 2021.

**NOTE** Sitting for Examinations is compulsory (missing an Exam will lead to disciplinary action being taken against the trainee).

- v. The Polytechnic will hold her 3<sup>rd</sup> **Graduation Ceremony** on 29<sup>th</sup> October, 2021 details of which will be communicated in due course.

**3. FEES PAYMENT AND INSURANCE COVER**

- a) Please note that the approved fee structure for each of the training programs can be downloaded from <https://www.kabetepoly.ac.ke/prospectus/FeesStructure.pdf>
- b) The Polytechnic has restructured payment of fees which must be paid in full as outlined below:
  - i. *Fees for Term III 2021 must be paid in full at the beginning of the term.*
  - ii. It is evident that a good number of Trainees fail to register for KNEC or other external examinations due to non-completion of requisite fees in time. Consequently, Governing Council has directed payment of Polytechnic fee in **two installments** for **programs lasting 3 terms** and **one installment** for **programs that last 2 terms**. Therefore effective this FY 2021/2022 **from 1<sup>st</sup> July, 2021** all requisite fee must be completed before registration for external examinations.

This implies:

- Trainees whose **academic year is 3 terms (Module 1), or BTEP year I**, will be required to pay fees for **Term I and II** at the beginning of the academic year, and pay fees for **Term III and examinations** at the beginning of **Term II** and **no fees will be paid in Term III**.
  - **Module II and III** trainees taking **2 terms** will be required to pay fees for the **two terms**, at the beginning of **Term I** of the academic year and examination fees at the time of registration.
- iii. Trainees must note that to benefit from Government Capitation they must have been placed by KUCCPS or updated and completed their registration process at the Office of the Registrar. Such students shall be expected to pay all the fee required less Government Capitation of KSh.30,000 (Thirty Thousand only)
- iv. Insurance cover fee of KSh.470 per year is payable only by those whose policy certificates have expired.
- v. Cash and personal cheques are not acceptable. Fees payment can be paid by a Banker's cheque, payable to Kabete National Polytechnic, depositing cash directly into the Polytechnic's Co-operative Bank account or using M-pesa. The bank and M-pesa details as well as the details that should be indicated on the cash deposit slip are given below.

BANK DETAILS	
Account Name	Kabete National Polytechnic
Account Number	01129038542700
Branch	Westlands
<i>NB: Indicate the Student's Name, Admission Number and the Course Name on the deposit slip</i>	

MPESA DETAIL	
Lipa na M-pesa	Paybill
Business Number	400222
Account Number 446#ADM No. e.g. 446#DPT/J21/1050	

- c) Trainees are encouraged to apply for the **HELB First time TVET loans and Second/Subsequent TVET loans and Bursaries** whose applications are currently ongoing. Trainees should apply through the **HELB student portal and HELB Mobile App/USSD Code \*642#** for the first time applicants and **Second/Subsequent applicants respectively**. The closing date for the applications is **31<sup>st</sup> December 2021**. For more information on HELB loan and bursary, please visit [www.helb.co.ke](http://www.helb.co.ke). Other forms of Bursaries are also available in **County Government and CDF** and offices.
- d) Kindly ensure that fee is paid in time to guarantee quality services. In rare circumstances the Polytechnic may withhold certain services from the trainees because of non-payment of fees. This includes issuance of Logbooks or non-attendance to training sessions.

#### 4. CHARACTER BUILDING AND DISCIPLINE

We urge you to take an active role in mentoring your sons and daughters to become mature and responsible citizens who should be ready to be accountable for their actions. Equally advise them to embrace dialogue in all circumstances.



