



THE NORTH EASTERN NATIONAL POLYTECHNIC

P.O. BOX 329-70100, GARISSA | Tel: 0716 061 788 | Fax: 046 2102488
email:info@northeasternpoly.ac.ke | www.northeasternpoly.ac.ke



LETTER OF ADMISSION

SERIAL NO: _____

Dear _____ **ADM NO:** _____ **Email:** _____ **Tel:** _____

APPLICATION FOR _____

Following your placement in this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your programme, the deficit will be met by your parent or guardian.

REPORTING DATE IS ON _____ **04/09/2023** _____

YOU MUST REGISTER AND PAY THE FEES FOR THIS COURSE *BEFORE*THE LAST REGISTRATION DATE OR YOUR PLACE WILL BE OFFERED TO ANOTHER CANDIDATE. There are no exceptions to these instructions as many other applicants are on the waiting list.

In case the applicant desires to pursue a different course apart from the one admitted for, the change **MUST** be done through the Registrar's office within two weeks of official admission into the course.

STUDENTS FEES PER YEAR

	TERM I	TERM II	TERM III	TOTAL
Day	Kshs 34,220	Kshs 32,969	-	Kshs. 67,189
Accommodation (Bed Only)	Kshs 2,400	Kshs 2,400	Kshs 2,400	Kshs. 7,200

Additional Fees Levied on Admission

Description	Amount	Frequency
Admission Registration	Kshs 2,000	One off
Student I. D	Kshs 500	One off
Student Welfare	Kshs 900	Annually
Caution Money	Kshs 1,000	One off
TVETA Fees	Kshs 500	Annually
TOTAL	Kshs 4,900	

NB// STUDENTS PURSUING NUTRITION & DIETETICS TO PAY ADDITIONAL FEE OF Kshs. 5,000

Please bring the following

- This letter of offer.
- The total fees quoted alongside.
- Original & copy of national ID card both sided
- Original & copy of KCSE Leaving Certificate
- Original & Copy of K.C.S.E certificate /Result Slip
- Original & Copy KCPE Certificate/Result Slip
- Original & Photocopy of your Birth Certificate
- Two recent passport size photos (colored).
- A ream of printing paper (JK Copier)
- KRA PIN Certificate

Note 1: When you come to register bring with you the **FULL AMOUNT** of fees as you will not be registered without the required fees.

Cash payment can be deposited in North Eastern National Polytechnic Account at **Kenya Commercial Bank (KCB) A/C No: 1107801818 Garissa Branch**. Personal Cheques shall not be accepted for fee payment.

Note 2: For Trainees to benefit from Government Scholarships and Loans they must be admitted through KUCCPS

Note 3: Any trainees sponsored by his/her employer should personally ensure that adequate arrangements are made for full fees payment in time. You are advised to keep your payment receipt safe.

Note 4: Fees paid by parents, sponsor or whosoever, shall not be negotiated for refunds to any student. Any excess fee paid shall be regarded as fee prepayment for the appropriate term.

Note 5: Meals will be provided on a Pay as You Eat basis.

NOTE 6: External examination fees **Kshs.** _____ **not** included in the above fees

Registrar
North Eastern National Polytechnic
Tel. Mobile 0716061788: FAX: 046 - 2102488:
Website www.northeasternpoly.ac.ke:
Email: neptti@yahoo.com, info@northeasternpoly.ac.ke,



Address all correspondence to:
The principal
North Eastern
National Polytechnic
Box 329 - 70100 - GARISSA

NORTH EASTERN NATIONAL POLYTECHNIC

RULES AND REGULATIONS.

1. Students must sign the nominal register every term. Failure means that the college assumes that you have not attended that term and therefore must repeat the term.
1. The **minimum amount acceptable** of the college is **the termly fee** which must be paid into the college account as indicated on admission form 2A.
2. Student must achieve **a minimum of 75(seventy-five) per cent of class attendance as noted by the KNEC and individual course syllabus**. Students who don't achieve this minimum attendance percentage don't qualify to sit for any external examinations and the college will reject your application for the same.
3. By law, **the college provides thirty (30) per cent of the student's final external examination mark**. As such it is a **MUST** for students to sit for termly CATs/course work and end-term, end-stage examinations. Any marks missing **will disqualify you from booking and sitting for external examinations**. Similarly, you repeat the term which you didn't sit for the CAT/course work or examination.
4. Any corrupt behavior from a student will lead to an automatic disqualification /discontinuation from the college. E.g., trying to bribe a worker to give favors which you don't qualify for.
5. Booking for external exams must be made on the "**Request for external examination form 1A**"
6. Clearance of **all fee's balances** must be achieved before a student is allowed to book for external examination.
7. The general college rules and regulations governing the students apply to you. You are therefore advised to acquaint yourself with them.
8. Any student, who misses either a CAT/course work or an examination on provable reasonable grounds, can request for a supplementary from the BUS examinations officer. He or she will pay an administrative fee of Kshs 2,500 (two thousand five hundred only) and a Kshs 100 (One hundred shillings only) charged per paper missed.
9. For any form of complaints, the following officers may be consulted.
 - **HODs – Departmental Issues**
 - **D/Principal (Academic) - Academic Issues**
 - **D/Principal (Administration) Transport and Administrative issues**
 - **Registrar - Admissions and Support Staff Coordination.**
 - **Dean - General welfare i.e., food, accommodation, students' relations etc.**
 - **Finance officer - Financial Matters.**
 - **Examination Officer - Internal and External examinations**

STUDENT DECLARATION:

I abide myself to the above rules & regulations.

Name: _____

Adm. No _____

Sign: _____

Date: _____



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DATE.....

SERIAL NO.....

STUDENT MEDICAL CERTIFICATE.

*This is to certify that I have examined
Mr. /Miss/Mrs.*

*The findings are as follows:
MWS.*

.....
.....

Respiratory system (chest x-ray where applicable)

.....
.....

CIF

.....
.....

OVS.

.....
.....

Genital urinary system (pregnancy test for women inclusive)

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.....

Muscular skeletal system (extremities)

.....
.....

Further comments if any

.....
.....

The student has been found to be fit/unfit to join the institution.

Date.....

Sign.....

Name.....

Stamp.....

NORTH EASTREN NATIONAL POLYTECHNIC

CODE OF CONDUCT

RULES AND REGULATIONS DECLARATION

I have read through the rules and regulations of the Polytechnic and promise to abide by them.

I have also noted the penalties to be met in case of my deviation from the rules.

PART I DECLARATION OF UNDERTAKING

I will always abide by all rules including other North Eastern Polytechnic policy provisions and regulations throughout my training.

In agreement to this, I further promise that:

1. I will always follow the prescribed requirement of the training programme I am registered in.
2. I will not indulge in any type of indiscipline including unauthorized assembly or association within the Polytechnic.
3. I will regularly and punctually attend all the classes and will record full attendance enabling me eligibility to sit for the prescribed examinations.
4. I will bear individual and / or collection responsibility for any / all damages and expenses incurred as a result of individual or collective disobedience, demonstration or unrest during my period of training effective from the date of my admission.
5. I will personally bear ALL consequences of criminal acts that may be preferred against me by authorized Government of the Republic of Kenya.

I HAVE COMPLETELY UNDERSTOOD AND IN ACCORDANCE APPEND MY SINGNATURE

NAME _____ ADM NO. _____ SIGNATURE _____

WITNESSESS

Guardian /Sponsor Name _____ ID No _____

Sign _____ Date _____

PART II (For Official Use)

Date verified by

NAME _____ SIGNATURE _____

Confirmed by

NAME _____ SIGNATURE _____

1.0. Accommodation: (MINIMUM NORTH EASTERN NATIONAL POLYTECHNIC REQUIREMENT)

- 1.0 Personal clothing, Beddings, Bath and Laundry Soaps
- 1.1 Mattress 6ft x 2 ½ x 3 inches
- 1.2 Mosquito net
- 1.3 Water bucket

2.0 STATIONERY

- 2.1 6 A4 Exercise books
- 2.2 Ball point pens

3.0 FOR STUDENTS PURSUING TECHNICAL COURSES

- 1. T-SQUARE
- 2. Set –Square
- 3. Overall (for mechanical) & Dust coat (for electrical)
- 4. Workshop boots
- 5. Pencils HB, 2 H,
- 6. Masking tape
- 7. A pair of compasses
- 8. Scientific calculator
- 9. Drawing board (portable)
- 10. Tools (for Electrical)
 - ✓ Pliers
 - ✓ Side cutter
 - ✓ Screw Drivers (flat/star)
 - ✓ Phase tester
 - ✓ Claw hammer
 - ✓ Pocket tape measure

4.0 FOR SECRETARIAL/CLERICAL OPERATIONS STUDENTS

- 1. Computerized Document Processing 1 (CDP) by:

Ednan Mwolo, Francies Mbuu, Elyjoy Micheni, Anne Kalei and Joy Mwangi

First edition @2013

- 2. Rewritable CDs (2)
- 3. Anniversary Shorthand by Pitman (For shorthand students).

