

MASAI TECHNICAL TRAINING INSTITUTE

Our Ref :

Your Ref



P O Box 125 – 01100
KAJIADO
Tel: 020 206 4581
Fax: 020 231 1618
Cell: 0727 738 161
Email: masaitti@yahoo.com

3rd March, 2017

Masai Technical Training Institute would like to very warmly welcome you to our institution to pursue your dream course.

POINTS TO NOTE

- 1) The reporting dates for all May 2017 students are between 10th – 26th May 2017. Any challenges should be communicated to the institution using telephone numbers **0714933537 /0719345227 or 0722274002**
- 2) Change of course is allowed within 7 (seven) days of reporting
- 3) HELB Loan & Bursary is accessible to all fulltime students
- 4) There is no gender discrimination/bias in all our courses

You are welcome


REGISTRAR
MASAI TECHNICAL TRAINING INSTITUTE
P. O. Box 125-01100, KAJIADO.
TEL: 020-2064581
SIGN:..... DATE:.....

David Kihanya
Registrar

MASAI TECHNICAL TRAINING INSTITUTE



Date:
 P O Box 125 – 01100 KAJIADO Tel: 020 206 4581, Fax: 020 231 1618,
 Cell: 0727 738 161 Email: masaitti@yahoo.com
 Website: www.masai tech.ac.ke.

LETTER OF ADMISSION

Name: _____

Address: _____

1. ADMISSION

I am pleased to inform you that you have been offered admission to Masai Technical Training Institute for the course indicated subject to verification of your certificates.

2. REPORTING AND REGISTRATION

- (i) Report on _____ and not more than fourteen (14) days from day of registration.
- (ii) All classes for registered students will commence on _____
- (iii) Bring and submit one copy of this letter during registration

3. TUITION FEE STRUCTURE FOR FULL-TIME COURSES. (KSH.)

SR	COURSES	Term 1	Term 2	Term 3	Annual fee
BUILDING AND CIVIL ENGINEERING DEPARTMENT					
1	Diploma in Building Construction	13,500.00	13,500.00	13,500.00	40,500.00
2	Diploma in Civil Engineering	13,500.00	13,500.00	13,500.00	40,500.00
3	Diploma in Water & Sanitation	13,500.00	13,500.00	13,500.00	40,500.00
4	Certificate Building Technology	13,500.00	13,500.00	13,500.00	40,500.00
5	Certificate in Water & Sanitation	13,500.00	13,500.00	13,500.00	40,500.00
6	Artisan Course in Construction Technology – Masonry option	13,500.00	13,500.00	13,500.00	40,500.00
7	Artisan Course in Construction Technology – Plumbing Option	13,500.00	13,500.00	13,500.00	40,500.00
MECHANICAL ENGINEERING DEPARTMENT					
8	Diploma in Mechanical Engineering	13,500.00	13,500.00	13,500.00	40,500.00
9	Diploma in Automotive Engineering	13,500.00	13,500.00	13,500.00	40,500.00
10	Certificate in Mechanical Engineering	13,500.00	13,500.00	13,500.00	40,500.00
11	Certificate in Motor Vehicle Mechanics	13,500.00	13,500.00	13,500.00	40,500.00
12	Artisan in Motor Vehicle Mechanics	13,500.00	13,500.00	13,500.00	40,500.00
13	Artisan in Welding & Fabrication	13,500.00	13,500.00	13,500.00	40,500.00
BUSINESS DEPARTMENT					
14	Diploma in Business Management	12,200.00	12,200.00	12,200.00	36,600.00
15	Diploma in Supply Chain Management	12,200.00	12,200.00	12,200.00	36,600.00
16	Diploma in Human Resource Mngt.	12,200.00	12,200.00	12,200.00	36,600.00
17	Certificate in Business Management	12,200.00	12,200.00	12,200.00	36,600.00
18	Certificate in Supply Chain Management	12,200.00	12,200.00	12,200.00	36,600.00
19	Certificate in HR Management	12,200.00	12,200.00	12,200.00	36,600.00
20	ATD Level I KASNEB January Intake	12,200.00	12,200.00	-	24,400.00
21	ATD Level I KASNEB May Intake	12,200.00	12,200.00	-	24,400.00
22	Diploma in Community Development	12,200.00	12,200.00	12,200.00	36,600.00
23	Diploma in Secretarial Studies	13,000.00	13,000.00	13,000.00	39,000.00
24	Computerized Secretarial Studies (S&G)	13,000.00	13,000.00	13,000.00	39,000.00
25	Certificate in Community Development	12,200.00	12,200.00	12,200.00	36,600.00
INFORMATION COMMUNICATION TECHNOLOGY (ICT) DEPARTMENT					
26	Diploma in ICT	13,000.00	13,000.00	13,000.00	39,000.00
27	Certificate in IT	13,000.00	13,000.00	13,000.00	39,000.00
28	Diploma ICT (KASNEB)	13,000.00	13,000.00	13,000.00	39,000.00
FOOD & BEVERAGE DEPARTMENT					
29	Diploma in Food & Beverage	15,000.00	15,000.00	15,000.00	45,000.00
30	Certificate In Food & Beverage	15,000.00	15,000.00	15,000.00	45,000.00
31	Artisan in Food & Beverage	15,000.00	15,000.00	15,000.00	45,000.00
ELECTRICAL ENGINEERING DEPARTMENT					
32	Diploma Electrical Engineering (Power)	16,000.00	16,000.00	16,000.00	48,000.00
33	Craft in Electrical Engineering (Power)	16,000.00	16,000.00	16,000.00	48,000.00
34	Artisan in Electrical Engineering (Power)	16,000.00	16,000.00	16,000.00	48,000.00

NB: Tuition fee MUST be paid in full at the beginning of the term

Official use only

Adm. No. _____

Course _____

Duration

From _____ to _____

Adm. Date _____

Officer in charge _____

Fees paid _____

Finance dept: _____

4. BOARDING

Those students, who wish to board in the institution's hostels, are required to pay **Ksh. 4500** per term. Boarding fee will only be accepted upon payment of tuition fee and must be paid in full. This amount does not include meals.

NB: All boarders should come with;

- (i) Beddings.
- (ii) A mattress, medium size which **May** also be obtained in the institute on payment of **2,500.00**
- (iii) Bucket (Approx. 20 litres)
- (iv) A Plate, Cup and a Spoon

5. MEALS

Meals will be offered in the institute Dining Hall on a "Cafeteria System using 'Pay As You Eat' (PAYE)" Students are advised to have enough money to cater for their meals. Please see attached Menu.

6. ALL NEW STUDENTS MUST PAY THE FOLLOWING ADDITIONAL AMOUNT DURING ADMISSION.

NO.	ITEM	AMOUNT (KSH.)
1	Admission Fee	1,000
2	Caution Money	500
3	Insurance Cover for Two Years	950
4	Students ID Card	250
5	Motor Vehicle maintenance	1,500
6	Attachment Fee	1,350
7	Online Registration	300
8	Rewritable CD for KNEC Examination	200
TOTAL		6,050

NB: YOU ARE REQUIRED TO BRING ONE (1) REAM OF PRINTING PAPERS

7. FEE STRUCTURE FOR PART-TIME COURSES (KSH.)

	COURSES	Tick	Term 1	Term 2	Term 3	Annual Fee
BUSINESS DEPARTMENT						
1	Higher Diploma Human Resource Management		21,500	20,000	20,000	61,500
2	Diploma Business Management		15,500	10,000	-	25,500
3	Diploma Human Resource Management		15,500	10,000	-	25,500
4	Diploma Supply Chain Management		15,500	10,000	-	25,500
5	Certificate Business Management		12,500	10,000	-	22,500
6	Certificate in Supply Chain Management		12,500	10,000	-	22,500
7	Certificate H R Management		12,500	10,000	-	22,500
8	Certificate Secretarial Studies (S&G)		17,500	10,000	10,000	37,500
9	ATC level 1		12,000	10,500	-	22,500
10	CPA part 1 section 1		12,500	12,000	-	24,500
11	CPA part 1 section 2		12,500	12,000	-	24,500
INFORMATION COMMUNICATION TECHNOLOGY (ICT) DEPARTMENT						
12	Computer Packages		700 Per Package			4,900

NB: -ALL PAYMENTS MUST BE DEPOSITED IN INSTITUTE'S ACCOUNT AT KCB KAJIADO BRANCH OR ANY OTHER KCB BRANCH A/C NO. 1107674484 OR PAID IN FULL THROUGH A BANKER'S. CHEQUE. (PERSONAL CHEQUES OR CASH ARE NOT ALLOWED WHATSOEVER.)

8. ALL STUDENTS SHOULD COME WITH THE FOLLOWING ITEMS:

- (i) Writing Materials:
- (ii) Three Passport Size Photographs
- (iii) Original certificates and identity card and **Three** photocopies of each of the following:
 - Examination Result Slip or Certificate
 - School Leaving Certificate
 - National Identify Card
 - Birth Certificate

NOTE: Examination fee must be paid during admission since registration for KNEC and KASNEB take place immediately after admission.

9. ENGINEERING COURSE REQUIREMENTS (DIPLOMA & CERTIFICATE)

- (i) Overall - Navy Blue/Dust Light Blue Coat for Electrical Students.
- (ii) Tee Square Minimum Length (900mm) 01.
- (iii) Two Set Squares (90, 60 X 30 X 90 45 & 45 Degrees for Technical Drawing)
- (iv) Masking Tape
- (v) Pencils – HB, H, 2H
- (vi) Technical Drawing Set
- (vii) Tape Measure (5 Metres for Workshop Projects)
- (viii) A Scientific Calculator

- (ix) Advanced SMP Mathematical Table
- (x) Scale rule
- (xi) Black booth shoes to be worn in the workshops.

EXAMINATION FEES

- (i) Diploma Level Mod 1 **Ksh.9,600**
- (ii) Craft Level Mod 1 **Ksh.9,100**
- (iii) Materials for KNEC practical exams, for all Engineering courses – 5000/=

EXAMINATION FEES FOR ICT: Craft Mod. I-9,100, Craft Mod II-5,650: Diploma Mod. I-11,400;Diploma Mod. II-9,600 & Diploma Mod. III-8,700

10. FOOD & BEVERAGE SERVICE UNIFORM (Diploma & Certificate)

Production Uniform

- | | |
|------------------------|--|
| 1.White Apron | 5 Checked Trousers(Male) Or Checked Skirt(Female) |
| 2.Chef’s Jacket | 6. Oven Gloves [Short] |
| 3. Chef’s Hat | 7. One Kitchen Clothes [Towels] |
| 4. Necker’s Chef [Red] | 8. Two surface Cleaning Clothes |

Service Uniform

- | | |
|--|--|
| Black Dacron Trouser(Male) Or Black Dacron Skirt (Female) | Long Sleeved Shirt White |
| Half-Coat Black Dacron | Bow Tie |
| White Dustcoat | One Waiters Cloth |
| One Glass Cloth& one yellow duster | Two (1.5mts White Cotton Damask Table Cloth) |
| Two maroon Slip Clothes [1mt*1mt]. | Eight [18x18] White Table Napkin Cotton |

The above items may be bought at Chris Safety 4th Floor, Riji House, On Munyu Road, Opposite Tea Room, NAIROBI CITY CETRE. TEL NO: 0722368895

FOOD & BEVERAGE -EXAMINATION FEES

- (i) **Diploma Level**
 - a. Module I & III **Ksh.10,500**
 - b. Module II **Ksh.8,500**
- (ii) **Certificate Level**
 - a. Module I **Ksh.5,600**
 - b. Module II **Ksh.7,000**

Materials and ingredients for KNEC Practical
(iii) (Craft 6,000,Diploma 8,000)

- Module I & III **Ksh.10,500**
- Module II **Ksh.9,600**
- Diploma Supply Chain Management
- Module I **Ksh.12,750**
- Module II **Ksh.9,600**
- Module III **Ksh.10,050**
- (ii) **Certificate: Business Management**
- Module I & II **Ksh.8,650**
- Certificate: Supply Chain Management
- Module I & II **Ksh.8,650**

11. SECRETARIAL STUDIES

EXAMINATION FEES

- (i) **Diploma Level**
 - Module I **Ksh.11,850**
- (ii) **Certificate Level (Single & Group)**
 - Basic Fee **Ksh.1,200**
 - Fees per Subject
 - Stage I **Ksh.500**

12. BUSINESS DEPARTMENT (Diploma & Certificate) - EXAMINATION FEES

- (i) **Diploma: Business Management**

ACCOUNTS TECHNICIAN DIPLOMA (ATD)

EXAMINATION FEES

- i. ATD student Registration fee - 5,000
- ii. ATD Exam fee - 3,500
- iii. Renewal fee - 1,500
- iv. Student ID Card - 500
- v. CPA Part I Section 1&2 - 2,400

ICTT

- i. Registration fee - 5,000
- ii. Exam fee - 4,500
- iii. Renewal fee - 1,500
- iv. Student ID - 500

- **NB: CHECK THE LIST OF RECOMMENDED REFERENCE BOOKS FROM OUR WEBSITE: www.masaitech.ac.ke**

- **YOU MUST BRING THIS LETTER WITH YOU**

- **ADMISSION IS SUBJECT TO PRODUCTION & AUTHENTICATION OF ORIGINAL RESULT SLIP/CERTIFICATE AND BIRTH CERTIFICATE**

**WESLEY YEGON
PRINCIPAL**

(Handwritten Signature)
**PRINCIPAL
MASAI TECHNICAL TRAINING INSTITUTE
P. O. Box 125 - 01100
KAJIADO Tel: 020 2064581**

Date_____

Masai Technical Training Institute
P. O. Box 125
KAJIADO

Medical Examination Certificate

NOTE: Application for entry to the institute must have this form completed by a registered doctor, following thorough medical examinations.

S/n	Check-ups	Specifications	Findings
1	chest x-ray	tuberculosis	
2	urine		
3	stool		
4	eye & vision	<ul style="list-style-type: none">• unaided right -left• unaided right -left• colour blind• visual field	
5	ears	hearing voice right -left	
6	mental stability		
7	mouth and teeth		
8	infectious diseases		
9	glands in the neck		
10	spleen and liver	bile and various veins	

Any other weakness, defect or disease e.g. defects or speech, local twitching spasm, cholera or other nervous disorder, venereal diseases or rheumatic tendency.

I certify that I have this day_____examined

_____and that in my opinion he/she is physically fit/unfit
for admission in your institute as a student.

Official stamp & Signature

MASAI TECHNICAL TRAINING INSTITUTE

P O BOX 125 – 01100



CAFETERIA MENU

BREAKFAST

1. TEA10/=
2. TEA (SPECIAL)20/=
3. CHAPATI10/=
4. ANDAZI5/=
5. 2 SLICES OF BREAD (PLAIN)10/=
6. 2 SLICES 'BUTTERED'15/=
7. BOILED EGG15/=
8. SMOKIES20/=
9. SAUSAGES30/=
10. BLACK COFFEE10/=
11. BLACK TEA10/=
12. MILK WITH WATER (NYLON) ...10/=
13. MILK MARKET PRICES.....
14. COFFEE SATCHET5/=

LUNCH/SUPPER

15. UGALI10/=
16. RICE.....15/=
17. RICE(PILAU)50/=
18. BEEF STEW60/=
19. VEGETABLES10/=
20. GITHERI SPECIAL35/=
21. GITHERI25/=
22. NDENGU STEW20/=
23. BEAN STEW.....20/=
24. CHIPS(HALF).....50/=
25. CHIPS (FULL).....100/=
26. CHIKEN (¼).....150/=
27. IRIO (MUKIMO).....50/=
28. FRUITS (MARKET PRICE)...
30. WATER20/=
31. SWEET POTATOES.....10/=