



SIAYA INSTITUTE OF TECHNOLOGY

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REF NO: SIT/ADM/PC/VOL2

PRINCIPAL'S CIRCULAR TO PARENTS/SPONSORS/GAURDIANS FO THE TERM OCTOBER-FEBRUARY TERM 2020

1. PREAMBLE

Dear Parent/Guardian/Sponsor

The term has not come to an end but we have a short Christmas break starting from Friday 18th December, 2020. The trainees are expected back on 4th January 2021. We thank God for taking care of the SIT Community during this COVID Pandemic phased reopening. I must thank all the parents/Guardians/Sponsors who paid fees on time on enable training activities. I urge those with fee arrears to clear them as they are hindering service delivery.

We have prudently used internally generated funds to do the following:

- i) Put cabro blocks on all walkways in the Institution
- ii) Tile all the classroom floors
- iii) Paint all the buildings
- iv) Put pavement slabs connecting all the buildings

2. REPORTING BACK TO THE INSTITUTE.

All the July 2020 candidates (Boarders and Day Scholars) **MUST** register with the registrar Academics within the 2 days of reporting. The trainee's details will be captured at the gate on Monday 4th and 5th January 2021. Release your sons and daughters early to avoid wasting training time and enable them settle down and prepare for their KNEC examinations.

3. JULY 2020 KNEC EXAMINATIONS

The July 2020 KNEC Examinations will take place as from the 18th of January 2021 to 12th February 2021. Kindly ensure that your daughter/Son has the necessary requirements in order to effectively sit for the exams.

4. INSTITUTE FEES

4.1 Trainees with fees arrears to pay on or before the resumption date in January 2021 using any of the following means.

4.1.1 Direct cash deposit to Siaya Institute of Technology A/C No. 1106857135 at any branch of Kenya Commercial Bank (KCB). The deposit slip should bear the name and admission number of the student and should be presented to the cash office for receipting *verification with the bank statement.*

4.1.2 Bankers Cheque

4.1.3 Ordinary Money Order (OMO)

4.1.4 Express Money Order (XMO)

N.B: All cheques must be made payable to Siaya Institute of Technology. *Personal cheques and cash payments will NOT be accepted*

For those paying via cheque, please include Ksh.250 clearance fee/charge.

4.2 Refunds: No refunds will be made on excess fees paid. Hence we strongly discourage payment of excess fees with intention of making refund. You are strongly advised to adhere to the fees schedules for specific courses. *The Institute will not be used as a conduit to swindle unsuspecting parents/guardians/sponsors.*

4.3 **HELB Loans/Bursaries:** Institute fees is mandatory and MUST be paid by each student before commencement of classes. Be informed that Higher Education Loans Board (HELB) offers all students loans and sometimes bursaries. Advise your son or daughter to visit the Dean of students' office for assistance.

NB: Fees matters will not be discussed with students but with parents /sponsors / guardians.

5. INDUSTRIAL ATTACHMENT

Every student is required to proceed for industrial attachment which is a mandatory component of all TVET programmes. All candidates who will be sitting for KNEC examination in January/February 2021 are expected to proceed for attachment after the exams. Attachment fees of KShs 2400 must be paid before going for the exercise. Students who fail to undergo attachment will not be certified but will instead be discontinued from studies until this requirement is met.

6. DISCIPLINE

We urge you to play an active role in mentoring your sons and daughters to become mature and responsible citizens who are accountable for their actions. Advise them to embrace dialogue in all circumstances. Our desire is to cultivate and sustain the image of a highly disciplined Institute of top achievers. This time as we break, the students do not have progress reports as the term continues in January.

7. PAY AS YOU EAT (P.A.Y.E)

The Institute's Cafeteria system, pay as you eat has incorporated a cashless payment system using the Equity Bank's Smart cards. This technology allows parents/sponsors/guardians to top up the credit on their sons/daughters cards using m-pesa or direct bank deposits. Kindly support the students to purchase meals in the Institute's cafeteria as they are highly subsidized and safe.

8. CONCLUSION

Lastly I urge you to take interest in the behavior of your son/daughter and guide them accordingly on desirable values while at home. May God keep you and protect you.

May I wish you a Merry Christmas and a Happy New Year.



RANDA DANIEL
PRINCIPAL/SECRETARY BOG