



MINISTRY OF EDUCATION
SIAYA INSTITUTE OF TECHNOLOGY
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REF NO: SIT/ADM/PC/VOL.

PRINCIPAL'S CIRCULAR TO PARENTS/SPONSORS/GUARDIANS FOR THE TERM May - July 2022

1. PREAMBLE

Dear Parent/Guardian/Sponsor,

The May- August 2022 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 and effective training to go on. I urge those with fees arrears to clear them as they are hurting service delivery. We have prudently used internally generated funds to complete:

1. The Institutional Main gate
2. Three ablution blocks
3. Kitchen annex

In addition, the Institute has acquired a fourty-six seater bus and a double cabin pick-up.

2. CLOSING & OPENING DATES

The Institute officially closes on **Thursday 30th June 2022** to give room for candidates taking the July series of KNEC Examinations. Trainees who are not proceeding for industrial attachment are expected to report back for the September-November term on **Monday 5th September, 2022**.

3. INSTITUTE FEES

3.1 All parents and guardians are reminded clear all outstanding fee arrears and pay at least 75% of next term's fees. Fees for the September-November 2022 term **MUST** be paid on or before the opening date using any one of the following methods.

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

3.1.2 Bankers Cheque

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

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

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

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

NB: Fees matters will **NOT** be discussed with trainees but with parents/sponsors/guardians.

4. REGISTRATION:

All trainees (Boarders and Day Scholars) **MUST** complete the Registration process by first registering **online through the Student's portal two weeks to opening**. Trainees are expected to complete the registration process by going through the office of the Registrar, Accounts, Dean of Student & HOD within the 1st two weeks of opening. Release your sons and daughters early to avoid wasting training time. Only duly registered trainees for the term will be able to access services in the Institute.

NB: Each registered student is advised to retain a copy of the term registration form for presentation when needed.

5. INDUSTRIAL ATTACHMENT

Every trainee is required to proceed for industrial attachment which is a mandatory component of all TVET programmes. Attachment fees of Kshs 2,400/- must be paid by every trainee before proceeding for the exercise. Trainees who fail to undergo attachment will **NOT** be certified but will instead be discontinued from studies until they meet this requirement.

6. REGISTRATION FOR KNEC EXAMINATIONS

KNEC will not offer November Examinations for TVET Institutions from November 2023. TVET examinations will instead be offered in March and July only. Candidates are expected to pay KNEC Registration, project and practical examination fee directly to the Institute's KCB Account No. 1104908875 as per the guidelines issued to candidates. These fees **MUST NOT** be paid to the Accounts Office or Registrar's office or HOD's office. March 2023 KNEC candidates for March 2023 are expected to register in September this year and so should make the necessary arrangements for the examination fees.

7. DISCIPLINE

We urge you to take an active role in mentoring your sons and daughters to become mature and responsible citizens who are accountable for their actions. Equally advise them to embrace dialogue in all circumstances. Kindly follow up on their performance at the college and support them financially. Our desire is to cultivate and sustain the image of a highly disciplined Institute of top achievers. All trainees are expected to identify themselves at the gate using the Institute's student identity card. All lost cards must therefore be replaced.

8. ACCOMMODATION

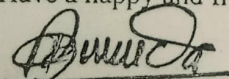
The Institute has limited accommodation facilities, thus, the trainees who wish to use the boarding facilities at the Institute are required to pay KSh.4500/= (bed only). The Institute accommodation will be given on 'first come first serve' basis. Accommodation application forms are available at the Dean of Students office. The Dean's office will link up with the Registrar's office to harmonize the approvals. No payments should be made before confirmation of availability of space.

9. P.A.Y.E(Pay As You Eat)

The Institute cafeteria system i.e. 'Pay as You Eat' has incorporated a cashless payment system using a pay bill number. Kindly continue to support the students to purchase meals in the institute's cafeteria as they are highly subsidized and safe.

10. CONCLUSION: Lastly I urge you to take keen interest in the character of your son/daughter especially during this electioneering period.

Have a happy and fruitful experience with your sons and daughters.


Daniel O. Randa

PRINCIPAL/ SECRETARY BOG