

## BUSINESS COURSES

### ADMISSION REQUIREMENTS

#### A. Admission Requirements

1. **Must** Make copies of the admission letter for your future use
2. Original and copies of KCPE and KCSE Certificate/result Slip
3. Original and copy of leaving certificate (O level)
4. Original and copy of birth Certificate
5. 4 recently taken passport size photographs (not photo me (40 x 50mm)
6. Original and copy of National identity card
7. Enough writing materials (Exercise Books A4)
8. No fees no admission. Fees once paid is not refundable

#### B. Boarding requirements (Those Interested)

- (i) **Mattress cover(74 x 30) A MUST**
- (ii) Two blankets
- (iii) Bed sheets & Bed cover
- (iv) A plate (Medium size), spoon, mug and a bucket/basin
- (v) Other personal effects

#### C. Institute rules and Regulations

The institute rules and regulations must be adhered to. A copy of the same will be supplied to you on admission. You must complete the attached rules and declaration and submit on admission.

#### D. History Sheet

Students appraisal form, a personal data sheet will be completed on admission.

#### E. Medical Certificate

The enclosed Medical Certificate must be completed, signed and stamped by a government Medical Officer of health and must be produced on admission.

#### F. Diet

Pay as you eat.