



COUNTY GOVERNMENT OF BOMET
EMKWEN VOCATIONAL TRAINING CENTRE,
P.O. BOX 60 – 20422,
SILIBWET – BOMET.

Email: emkwenpoly@gmail.com phone: 0798646429



YOUR REF.....ADM NO.....

ADMISSION FOR TRAINING.

I am pleased to inform you that your application for training in **CARPENTRY & JOINERY DEPARTMENT** at our institution has been successful.

Your admission will be formalized subject to:-

- ✓ signing of general rules & regulation
- ✓ signing the letter of acceptance
- ✓ Signing of the questionnaire by your parent /Guardian
- ✓ Having a medical Certificate

You should also note the following:-

- ✓ Reporting will be on **15TH -24TH JAN 2026** with your parent or Guardian accompanying you.
- ✓ You must bring with you a total sum of Kenya Shillings (**see attached fee structure**).First term fee should be paid in full on reporting.
- ✓ You will be bound by the school rules & regulations as soon as you get to the compound.
- ✓ No special meals unless recommended by doctor from recognized institution

NOTE: *Failing to report on the stated date will automatically lead to immediate replacement.*

Welcome. God bless you as you anticipate about joining this institution

Yours Faithfully

MR. WALTER NGENO.

MANAGER EMKWEN V.T.C.



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DEPARTMENTAL REQUIREMENTS

CARPENTRY & JOINERY DEPARTMENT

NO	NAME	QUANTITY
1	GEOMETRICAL SET	1
2	NAVY BLUE OVERALL	1
3	TAPE MEASURE (3M)	1
4	CROSS-CUT SAW (18")	1
5	CLAW HAMMER	1
6	TRY SQUARE	1
7	A4 EXERCISE BOOKS	6
8	ID/BIRTH CERTIFICATE	1
9	PASSPORT SIZE PHOTO	2
10	PHOTOCOPY PAPERS	1 REAM
11	DRAWING BOOK(A3)	1
12		
13		
14		
15		
16		
17		
18		



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MEDICAL EXAMINATION CERTIFICATE

NOTE: Applicant for entry to the Institute MUST get this form completed by a **Registered Doctor** from a **Government Hospital**.

Payment for medical examination is the sole responsibility of the applicant.

Trainee's name.....

1	Eyes and vision a. Unaided Right – Left b. Aided Right – Left c. Colour blind d. Vision field	
2	Pregnancy Test	
3	Test for Venereal Disease	
4	Nose and throat a. In nasal breathing habitual b. Adenoids	
5	Mouths and teeth	
6	Ears Hearing, voice - Right -Left	
7	Glands in the neck	
8	Chest, heart With special reference to any tubercular tendencies	
9	Spinal column	
10	a. Urine b. Stool	
11	Spleen liver Piles and varicose veins	
12	Any other weakness, defect or disease e.g defects of speech, local twitching or spasm, chorea or other nervous Disorder.	
13	General observation If care is desirable in any special direction, please give Particulars.	

Signature of registered Medical Practitioner

Address.....Rubber stamp/date



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DORMITORY REQUIREMENTS

1. Mattress 4” x 30”
2. 2 new blanket
3. MELLAMINE Cup MELLAMINE plate (300MM) and spoon
4. Standard washing basin
5. 2 bed sheets standard size (light blue for boys and pink for girls)
6. Mosquito net
7. Bata Slippers-correct size
8. Lased, sports rubber shoes
9. Red short and white T-shirt for games
10. Towel, soap tooth paste with brush and a standard bucket
11. Over 3 pants, white socks for girls and grey, red round striped for boys
12. 5 pieces, toilet papers
13. METALLIC BOX

SCHOOL UNIFORM

1. 2 Recommended black **Trousers** For Boys and **black Skirts** for Girls
2. 2 Recommended short sleeved white shirts for both boys and girls.
3. 1 Green long sleeved pullover
4. 1 v-shaped long sleeved Green jumper
5. 1 Pair of school leather shoes (black)

NB: To be checked by the hostel/boarding mistress/master before admission.



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EMKWEN VOCATIONAL TRAINING CENTER STUDENT RULES AND REGULATIONS

- a) Class attendance is compulsory and punctuality is essential. All assignments, CATS and exams **MUST** be done as required.
- b) All students are expected to maintain **ACADEMIC STANDARDS** throughout the course.
For students who persistently perform poorly the **ACADEMIC BOARD** may recommend for his/ her discontinuation forthwith.
- c) Students should observe personal hygiene and dress neatly. Students will attend to cleanliness requirements in classrooms and washrooms. They are further expected to keep the compound neat and tidy.
- d) Smoking and drinking is prohibited in the Institute. Disciplinary action shall be taken against student found smoking or under the influence of alcohol.
- e) Handling, possession and consumption of addictive drugs is prohibited in the Institute and is a criminal offence punishable by law.
- f) Respect and care of Institutional property is important. Students will have to account for any losses/ damages. Each student shall seek to observe, respect, and promote rights and fundamental freedom and exhibit responsible behavior to all staff, visitors, and colleagues. Problems if any shall be solved through the proper laid down channels (offices).
Participation in illegal meetings and processions can lead to expulsion.
- g) No student shall be discriminated against directly or indirectly on grounds of race, gender, ethnic or social origin, colour disability, religion or tribe.
- h) Pregnancy is NOT allowed during coursework. Any female student who is found pregnant shall be required to defer her coursework as per the Institution academic policy.
- i) Abortion is NOT permitted and any student found to have procured or attempt to procure an abortion shall be handed over to the law enforcing agencies.
- j) In the event of a breach of any of the above regulations, the DISCIPLINARY COMMITTEE may give the student a verbal/written warning or suspension from the Institute. The committee can also recommend for expulsion of a student.

Name of studentSignature of student.....

Date Telephone Number

Name of Parent/ guardian (Witness)Signature

Date.....Telephone Number.....

HEAD OF DEPARTMENT

Name.....Signature.....Date.....



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FEES STRUCTURE FOR THE YEAR 2026

	BOARDER			DAYSCHOLARS		
VOTE HEAD	1ST TERM	2ND TERM	3RD TERM	1ST TERM	2ND TERM	3RD TERM
BOARDING/LUNCH	6,500	6,500	5,300	4,500	4,500	3,500
ADMINISTRATION COST	500	300	200	500	300	200
P.EMOLUMENT	3,000	2,500	2,000	3,000	2,500	1,800
MEDICAL	500	300	200	300	300	200
LT&T	500	500	300	400	400	400
TUITION	500	300	200	500	300	200
E,W &C	500	200	200	300	200	200
TOTAL	<u>12.000</u>	<u>10.600</u>	<u>8.400</u>	<u>9.500</u>	<u>8.500</u>	<u>6.500</u>

Computer packages ksh. 3500

CASH PAYMENT IS NOT ACCEPTED

FEES PAYABLE TO

KENYA COMMERCIAL BANK (KCB) BOMET

A/C NAME: EMKWEN VOCATIONAL TRAINING CENTER

A/C NO : 1206873183

CONTACTS: 0798646429

NOTE

- MUST PAY A NON- REFUNDABLE **ADMISSION FEE OF KSH 500 ON ADMISSION DAY**
- **ATTACHMENT FEE OF 1,500** TO BE PAID DURING THE SECOND YEAR.

LIPA KARO NA KCB MPESA

STEPS

1. Go to mpesa menu on your phone
2. Select lipa na mpesa
3. Select paybill
4. Enter Business number **522123**
5. Account is **21280K** and Admission number, this should be without spacing and in **CAPITAL** e.g
21280KPETER OR **21280KADM2160**
6. Enter Amount & enter pin & press OK
7. Await confirmation message from **Mpesa** and **KCB**.