



**The Kisumu National  
Polytechnic**

*Industry Succeeds*

P. O. BOX 143 – 40100, TEL. NO. 057-20501501/2, 020-2046190, Mobile No. 0723-446-773  
Website: [www.kisumupoly.ac.ke](http://www.kisumupoly.ac.ke)

## NEW YEAR CIRCULAR TO PARENTS, GUARDIANS AND SPONSORS

**Greetings to you all and Happy New Year.**

Please adhere to the outlined requirements for the new term. Classes will commence on **8<sup>th</sup> January 2024 up to 12<sup>th</sup> April 2024.**

### 1. REPORTING ONLINE

- 1.1. ALL continuing students will report back to the polytechnic on Thursday **4<sup>th</sup> January 2024**, register with their respective departments, and report online via the students' portal upon **full payment of the prerequisite fees as reflected in their fees statements respectively.** This process will remain open up to Wednesday 10<sup>th</sup> January 2024. **Classes will commence on Monday 8<sup>th</sup> January 2024 at 8.00 am.**
- 1.2. Admission for the January 2024 intake is ongoing; new students will report on **Wednesday 3<sup>rd</sup> January 2024**, orientation exercise will be held on **Monday 8<sup>th</sup> January 2024** and classes will commence on **Tuesday 9<sup>th</sup> January 2024.**

### 2. POLYTECHNIC FEES

- 2.1. The total fees payable per student for all trainees admitted under the new funding model effective from September 2023 intake is Kshs. **67,189.00** per annum; this excludes assessment fees.
- 2.2. The total fees payable per student for the continuing students under the old funding model is **Kshs.56, 420.00** per annum; this excludes examination fees.
- 2.3. **All trainees are required to pay the prerequisite fees as reflected in their fees statement in full at the beginning of the term;** trainees are encouraged to apply for HELB loan and/or Bursary to reduce the burden of fees.
- 2.4. Visit [www.kisumupoly.ac.ke](http://www.kisumupoly.ac.ke) or email [info@kisumupoly.ac.ke](mailto:info@kisumupoly.ac.ke) or [registraracad@kisumupoly.ac.ke](mailto:registraracad@kisumupoly.ac.ke) or call **0723446773** for any inquiries.

### 3. ONBOARDING OF ALL TKNP SERVICES ON THE e-CITIZEN PLATFORM

- 3.1. In compliance with the Government directive to onboard all Government services on the e-Citizen platform by 31<sup>st</sup> December 2023, all payments of fees and any other services at TKNP shall be made through **e-Citizen via the student portal** effective January 2024. **If you require any assistance please call 0723210612 or 0728139620.**

4. **ACCOMMODATION:** Affordable accommodation facilities are available on a first-come basis at Polyview Hostels, adjacent to the Polytechnic.
5. **CATERING:** The polytechnic meals are served on a Pay as You Eat system (PAYE) by the outsourced service provider.
6. **MEDICAL:** Polytechnic has a clinic where minor medical cases are attended to and first aid is offered to students. However, when a medical case is referred for further attention or hospital admission, the **parent/guardian is required to take full charge and responsibility of the costs incurred.**

**PRINCIPAL**  
THE KISUMU NATIONAL POLYTECHNIC  
P.O. BOX 143-40100, KISUMU  
DATE: \_\_\_\_\_

Page 1 of 3

## 7. INDUSTRIAL ATTACHMENT

- 7.1. **Students are required to call the Industrial Liaison Office (ILO) immediately they get placement.** This will enable the Polytechnic to organize for their assessment. The attachment is mandatory and commences as may be dictated by the attachment provider.
- 7.2. No student will be registered to sit KNEC Module II or III if they did not proceed for attachment at the end of training in Module I or II respectively.
- 7.3. Certificate students and Higher National Diploma students are supposed to undertake one industrial attachment while Diploma students are supposed to undertake two attachments in order to gain 330 Hours and 660 Hours respectively.

## 8. EXAMINATIONS

- 8.1. All students are advised to read and be conversant with the latest edition of the Academic Policy. The Policy is available in the Library and with respective Heads of Department.
- 8.2. **Internal Examinations: All Students must SIT for internal examinations. The Internal Examinations** at the Polytechnic will only be administered to students whose registration is **up to date.** All guardians/sponsors/parents are hereby notified to honor their pledges on full fee payment before the examination period.
- 8.3. **External Examinations- The Kenya National Examinations Council (KNEC)**
  - 8.3.1. **General Information.**
  - 8.3.2. Provisional examination fees are as included in the fee structures and can be downloaded from the Polytechnic website [www.kisumupoly.ac.ke](http://www.kisumupoly.ac.ke) or the KNEC website [www.knec.ac.ke](http://www.knec.ac.ke). Where in doubt, do not hesitate to contact the Examination/Assessment Officer at The Kisumu National Polytechnic at **0723446773.**
  - 8.3.3. **Confirmation of KNEC Registration**

KNEC confirms the registration of candidates through an SMS text. Candidates are therefore advised to provide their permanent mobile numbers to KNEC, **through the examination office**, for this exercise to be efficient.
  - 8.3.4. **Social Work Oral Examinations:** Students taking the Diploma in Social Work Module III pay an additional Kenya Shillings Three Thousand (Kshs. 3,000) for Oral Examinations.
  - 8.3.5. **Exemptions:** Trainees who qualify for the diploma course upon completion of the KNEC craft Certificate are exempted from the respective Diploma Module I Examinations. However, they are required to pay the equivalent Diploma Module I Examination Fees for the Diploma Certificate to KNEC before issuance of the KNEC certificate. This payment is made upon completion of module 3.
- 8.4. **Kenya Accountants and Secretaries National Examinations Board (KASNEB)**
  - 8.4.1. KASNEB registration, KASNEB ID card, and payable fee details for every respective Programme are available at [www.kasneb.or.ke](http://www.kasneb.or.ke) or may be obtained from [info@kasneb.or.ke](mailto:info@kasneb.or.ke). The Polytechnic does not process the renewal of KASNEB Registration; Trainees are therefore urged to individually process the renewal of their annual registration with KASNEB.

## 8.5. PROFESSIONAL REQUIREMENTS

- a) The subsidized fee for Kenya Accountants and Secretaries National Examination Board (KASNEB) and Kenya Institute of Supply Chain Professionals (KISM) programs is as **Kshs. 2,000.00 per course unit** for students registered in the Polytechnic per paper per level of Certified Public Accountant (CPA), Certified Secretaries (CS), Associate in Procurement and Supply of Kenya (APS-K), Certified Procurement & Supply Professional of Kenya (CPSP-K).
- b) All students taking Nutrition & Dietetics course are required to pay an **additional Kshs.10,000.00 for indexing to be paid on the reporting day and KSH.2,000.00 for registration with Kenya Nutritionist and Dieticians Institute (KNDI) to be paid upon completion of the course.**



- c) All students taking Pharmacy courses are required to pay an additional **Kshs.9,000.00** for registration for stage1 Board examinations with Kenya Pharmacy and Poisons Board (KPPB); this is done after KNEC exams and **Kshs.1, 000.00** for indexing (online).
- d) All students taking Medical Laboratory Sciences are required to pay **Kshs.2,500.00** for indexing and Kshs.1,200.00 for log book to the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
9. **ONLINE CLEARANCE:** The polytechnic has adopted **online clearance** for students through the student portal. Students can view their fee statement and progress report and initiate clearance from their portal.
10. **ONLINE CLASSES:** All Common units are offered online; trainees are required to have a **Smartphone or a Laptop** for online classes.
11. **DRIVING LESSONS:** Driving classes are open to **ALL** students above 18 years of age, for Thirteen Thousand nine hundred and fifty Shillings only (**Kshs 13,950.00**) for **Class B**.
12. **ENGINEERING STUDENTS:** All Engineering students are expected to have a **portable drawing board** to take technical drawing classes. Diploma and Craft Certificate Engineering students should buy SMP tables.
13. **STUDENT ENTERTAINMENT:** Trainees will be responsible for their conduct and involvement in entertainment activities and sports outside the Polytechnic. Management will not be involved whatsoever in any incident involving the trainees and a third party during such events.

**I WISH ALL STUDENTS, PARENTS/GUARDIANS/SPONSORS A HAPPY NEW YEAR.**

Thank you.



CATHERINE KELONYE

**CHIEF PRINCIPAL /COUNCIL SECRETARY**