



INTERNAL MEMO

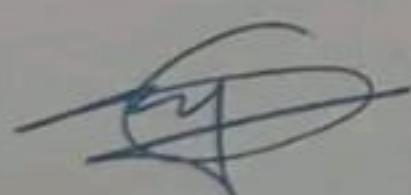
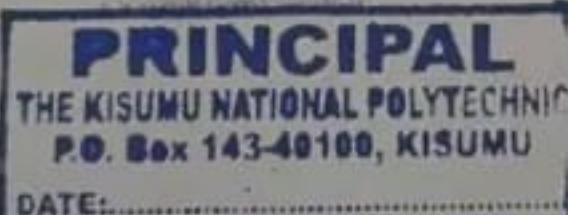
TO: ALL STAFF AND TRAINEES
FROM: THE CHIEF PRINCIPAL
DATE: 17TH DECEMBER ,2025
REF: KP/HRA/R/OP/62/P/07/VOL.3/311

SUBJECT: RE-ADMISSION OF TRAINEES OF THE KISUMU NATIONAL POLYTECHNIC EFFECTIVE 5TH JANUARY 2026

This is to convey the resolution of the Governing Council of The Kisumu National Polytechnic vide **Minute 06/11/12/2025** to have phased re-admission of trainees effective **5th January 2026** under the following terms and conditions.

1. All trainees are required to confirm their fee payment status and clear all the outstanding fee balance accordingly.
2. The trainees who have been allocated HELB and/or scholarship will be cleared by the Finance Department before re-admission.
3. All KNEC and KASNEB trainees scheduled for **July 2026 series examinations** should confirm the required examination fees from the respective Heads of Department and pay by **31st March, 2026** in preparation for registration, noting that this will be the **last KNEC examination series**.
4. All **January 2024** intake and **January 2025** intake trainees scheduled for **March 2026 series TVET-CDACC assessment** should confirm the required assessment fees from the respective Heads of Department and pay by **31st January 2026** in preparation for registration.
5. All **September 2023** intake, **May 2024** and **September 2024** intake trainees scheduled for **July 2026 series TVET-CDACC assessment** should confirm the required assessment fees from the respective Heads of Department and pay by **31st March 2026** in preparation for registration.
6. Trainees who may require further assistance shall consult designated officers at the **HELP DESK** situated at the **office of the Registrar**.

S/NO	INTAKE	ASSESSMENT	DEPARTMENT	DATE	TIME
KNEC AND KASNEB TRAINEES					
1.	KNEC & KASNEB	July 2026 series Examination	All	Monday: 5 th January 2026	8.00am - 4.00pm
MODULAR TRAINEES					
1.	Module I: September 2025 intake	Module I: April 2026 Assessment	All	Monday: 5 th January 2026	8.00am - 4.00pm
2.	Module II: May 2025 intake	Module II: April 2026 Assessment	All	Tuesday: 6 th January 2026.	8.00am - 4.00pm
TVET – CDACC TRAINEES					
3.	January 2024 intake	March 2026 Assessment	All	Wednesday: 7 th January 2026	8.00am - 4.00pm
4.	January 2025 intake	March 2026 Assessment	All	Wednesday: 7 th January 2026	8.00am - 4.00pm
5.	May 2024 intake	July 2026 Assessment	All	Thursday: 8 th January 2026	8.00am - 4.00pm
6.	September 2024 intake	July 2026 Assessment	All	Thursday: 8 th January 2026	8.00am - 4.00pm
7.	September 2023 intake	July 2026 Assessment	All	Friday: 9 th January 2026	8.00am - 4.00pm

CATHERINE KELONYE
CHIEF PRINCIPAL/COUNCIL SECRETARY

Copy to:

- Deputy Principal Administration
- Deputy Principal Academics
- Registrar
- Dean of Students
- Notice Board