

RIFT VALLEY TECHNICAL TRAINING INSTITUTE

Tel: 0704-244244
0734-244240
E-Mail info@rvti.ac.ke
Website www.rvti.ac.ke



P. O BOX 244-30100
ELDORET.

RVTTI/QMS/REG/F
08

RULES AND REGULATIONS GOVERNING STUDENTS' DISCIPLINE AT RVTTI

PREAMBLE

To be able to benefit fully from our training and achievement of academic objectives, our guiding rule should be **Responsiveness, Versatility, Transparency, Teamwork and Integrity (RVTTI)** among ourselves.

The following rules and regulations therefore are for the well being and security of RVTTI community. It is important that the security of all of us be guaranteed while in RVTTI. Freedom and equality is achieved through **DISCIPLINE**. No group of persons (Trainers, administration and non-teaching staff) can live tolerably together or pursue common objectives/goals, without self discipline.

A credit to RVTTI on the trainee's good performance and general conduct is a credit to trainees themselves first, then to the trainers and administration. Let us all abide by these rules and regulations for peaceful co-existence in RVTTI.

RULES AND REGULATIONS

1. All trainees must respect teaching and non-teaching staff.
2. All trainees must abide by rules and regulations of internal and external examination bodies.
3. Trainees must attend to all their lectures and practicals, unless officially exempted.
4. Any unauthorized assemblies (Kamukunjis) are not allowed whatsoever.
5. **Dress Code:** All trainees must keep themselves neat and tidy at all times. All dressing **MUST** be decent. Students are **NOT** allowed to put on clothes that inappropriately reveal parts of the body between the shoulders and mid-thighs either by transparency, tightness or brevity. Clothing with obscene wordings and/or expressions are **not allowed**. Hair styles should be neat and clean. Hairstyles in excessively bright colours e.g. purple, yellow, blue, red and white, and mohawk are **NOT** allowed. **Male students are not allowed** to put on earrings and studs on one or both ears and on any other parts of the body. Similarly, **female students are not allowed** to put on nose-rings, studs and septum clickers. Hats/caps should not be worn during class times, church, office, on week days between 7:45 am and 6:15 p.m., and at all RVTTI functions; Dreadlocks and braided hair for male students is **PROHIBITED**.
6. All waste materials **MUST** be disposed off in appropriate dustbins.
7. All hostel rooms, classrooms, workshops, laboratories etc, must be kept clean and tidy, at all times.
8. Trainees are **NOT** allowed to receive visitors or telephone calls during class hours. Mobile phones should be kept away from the institute during internal and external examinations.



An EAC Center of
Excellence



An ISO 9001:2015 certified
institution



9. Trainees **SHOULD NOT** allow visitors into the hostels.
10. Trainees visitors are not allowed in the compound between 6.00 p.m. and 6.00 a.m. (night hours)
11. Vehicles are **NOT** allowed in the hostel and workshop areas. They should be parked in the visitor's car park.
12. Every trainee is encouraged to participate in games, clubs and societies.
13. **NO** sick trainees shall remain in the hostel without authority from the Nurse and the Dean of Students' office. Emergency cases will be attended to by the Institutes Nurse at all times. The institute shall rely on the opinion of the Nurse in determining whether a trainee requires further treatment outside the Institute or not.
14. The students' Council will be responsible for the discipline of trainees during meals time and any other official functions within the Institute. All trainees **MUST** respect the direction/instruction given by their councilors at all times.
15. Every boarding trainee **MUST** be biometrically identified before being served. All meals **MUST** be eaten in the Dining Hall unless otherwise specified. Meal times **MUST** be strictly observed.
16. Under no circumstances will trainees be allowed into the kitchen other than the councilors on duty.
17. All boarding students are expected to **check into the compound by 8.00 p.m.** unless they are out of the compound officially under the guidance of respective trainers.
18. No trainee is allowed to misuse the Institute's facilities e.g.
 - i) Tapping power from unauthorized source
 - ii) Entry and exit through windows
 - iii) Vandalism of any of the Institute's Property and any other Person's property
19. Visits to student rooms of residence by members of the opposite sex are **PROHIBITED**. Sexual immorality in hostels or in any part of the institute is **NOT ALLOWED**.
20. Abortion is a **CRIMINAL** offence and any trainee found to have procured, or attempting to procure an abortion shall be handed over to the law enforcement agencies.
21. (a) Trainees should NOT be involved in the following; -
 - i) Examination irregularities
 - ii) Fighting
 - iii) Stealing
 - iv) Making or possessing weapons in the Institute
- (b) Trainees should take responsibility for their own property



An EAC Center of
Excellence



An ISO 9001:2015 certified
institution



- 22. **Use of alcohol, cigarettes, illicit drugs and trafficking** of the same is **prohibited** in all areas of the Institute. Any student involved directly in alcohol use (being drunk and disorderly) or trafficking of drugs will be **SUSPENDED** from the Institute and handed over to the law enforcement agencies for legal action, where appropriate.
- 23. Any boarder who is guilty of any offence against the RVTTI Rules and Regulations shall lose accommodation privileges, without refund of boarding fees, **with immediate effect**, before any disciplinary measures are undertaken, and shall never be considered for accommodation in the future.
- 24. It is the responsibility of the trainees to **ADHERE** to **ALL** regulations governing training as far as Workshops & Laboratories are concerned and as specified by the Factory Act, KMLTTB Act, PPB Act and all other relevant Acts and regulations that may come into force from time to time.
- 25. All trainees **MUST** adhere to RVTTI rules and regulations while on attachment, academic and other institutional trips.
- 26. **The institute's staff quarters** are out of bounds to **ALL** the trainees at all times.

Breach of any of the above rules and any other rules from departments will lead to serious disciplinary action being taken against you.

DECLARATION BY THE STUDENT

- 1. I declare that I have read and understood the Rules and Regulations governing my conduct while a student at RVTTI.
- 2. I agree to abide by the rules in totality and to promote and maintain the character of the Institute.

NAME: **ADM/NO.**

SIGNATURE: **DATE:**

WITNESS (PARENT/GUARDIAN): NAME:

SIGNATURE: **DATE:**



An EAC Center of Excellence



An ISO 9001:2015 certified institution



RIFT VALLEY TECHNICAL TRAINING INSTITUTE

Tel: 0704-244244
0734-244240
E-Mail info@rvti.ac.ke
Website www.rvti.ac.ke



P. O BOX 244-30100
ELDORET.

RVTTI/QMS/REG/F06

MEDICAL EXAMINATION CERTIFICATE

NOTE: Applicants for entry to the college must get this form completely filled by registered Doctor.

Payments for examination & treatment are the responsibility of the applicant.

NAME: _____ **COUNTY:** _____

1.	Eye and vision: Unaided right – left? Aided right – left? Colour blind Visual field	
2.	Nose & Throat: Is nasal breathing habitual? Adenoids?	
3.	Ears: Hearing voice – Right? - Left	
4.	Mouth and Teeth	
5.	Glands in the neck	
6.	Chest – Heart With special reference to any tubercular cadencies	
7.	Spinal cord	
8.	a) Urine b) Faeces	
9.	Spleen – liver Files & varicose veins	
10.	Any special weakness, defect or disease e.g. defects of speech, local twitching or spasms or other nervous disorders. Veneral disease or rheumatic Tendency.	
11.	General observations. If special care is desirable in any special direction, please give particulars.	

HOSPITAL TREATMENT

Please note that the medical fee paid to the Institute covers for the cost of drugs at the Institute's dispensary and the Doctor's scheduled visits to the Dispensary. The fees do not cover medical treatment.



An EAC Center of
Excellence



An ISO 9001:2015 certified
institution



RIFT VALLEY TECHNICAL TRAINING INSTITUTE

Telephone: +254 704 244 244
 Fax No.: +254 733 244 240
 Mobile No.: +254 729 621 773
 E-mail: info@rvti.ac.ke
 Website:



P O Box 244 -30100
 ELDORET

FEES STRUCTURE W.E.F SEPTEMBER 2023

Fees shall combine Government Scholarships, HELB loans and household contributions based on graduated scale which is scientifically determined by a Means Testing Instrument developed by the Higher Education Loans Board (HELB), categorizing trainees into four levels of need: Vulnerable, Extremely Needy, Needy and Less Needy.

THE TOTAL FEE PAYABLE IS KSH 67,189 DISTRIBUTED AS FOLLOWS:

S/No.	Trainee's Level of Need	Allocation (%)	Amount (Ksh.)	Revenue Stream
1.	Vulnerable	80	53,750	GoK Scholarship
		20	13,439	HELB
2.	Extremely Needy	70	47,032	GoK Scholarship
		30	20,157	HELB
3.	Needy	50	33,595	GoK Scholarship
		30	20,156	HELB
		20	13,438	Self/Parent/Guardian
4.	Less Needy	32	21,500	GoK Scholarship
		48	32,251	HELB
		20	13,438	Self/Parent/Guardian

OTHER CHARGES (NEW TRAINEES ONLY)

S.NO	VOTE	AMOUNT
1	KUCCPS Placement	1,500.00
2	Admission Fee	1,000.00
3	Trainees ID Card	500.00
4	Student Union	500.00

NOTE:

Payments can be made by deposits in either of:

Kenya Commercial Bank (KCB) Ltd. Eldoret West Branch AC/NO.1175590193

ABSA Bank of Kenya Ltd. AC/NO.1258030, or M-Pesa Paybill No.799999

Please indicate the NAME and ADMISSION NUMBER of the student on the banking slips.

LOICE KUTOH
PRINCIPAL/SECRETARY BOG



An EAC Center of
 Excellence



An ISO 9001:2015 certified
 institution



RIFT VALLEY TECHNICAL TRAINING INSTITUTE

Tel: 0704-244244
0734-244240
E-Mail info@rvti.ac.ke
Website www.rvti.ac.ke



P. O BOX 244-30100
ELDORET.

RVTTI/QMS/REG/F09

RIFT VALLEY TECHNICAL TRAINING INSTITUTE

P. O. BOX 244 – 30100 Eldoret. Tel: 0704244244, 0733244240, 0729621773

STUDENT'S PARTICULARS:

1. Name:
2. Marital Status: Tel.No:
3. Father's Name (Alive/Deceased)
4. Mother's Name (Alive/Deceased)
5. Guardian's Name (Any Other Person Who Can Be Contacted In Case Of A Problem)
..... Tel. No.....
6. Person Responsible For Fee Payment..... Tel:
7. Guardian's/Next Of Kin Tel. No.....
8. Home Address:
9. Physical Address:
County: Sub-County.....
Location: Ward:

Chief's Name/County Representative.....

I declare that the above information is correct to the best of my knowledge.

Student's Sign: Date:

10. FEES POLICY

FEES ONCE PAID IS NOT REFUNDABLE

11. DECLARATION BY PARENT/GUARDIAN

If my son/daughter has to have hospital treatment, I am prepared to pay the hospital charges. I wish him/her to be admitted to: (Tick appropriately):

- (a) The **Uasin Gishu** Memorial Hospital.
- (b) The **Eldoret Hospital**
- (c) The **Moi Teaching and Referral Hospital**
- (d) **Mediheal Hospital**
- (e) Others: (Specify).....

Parent/Guardian's

Name: Sign..... Date:



An EAC Center of
Excellence



An ISO 9001:2015 certified
institution

