

**ADMISSION LETTER**

<b>NAME</b>	
<b>ADDRESS</b>	
<b>COURSE ADMITTED FOR</b>	
<b>STUDENT NUMBER</b>	
<b>PHONE NUMBER</b>	

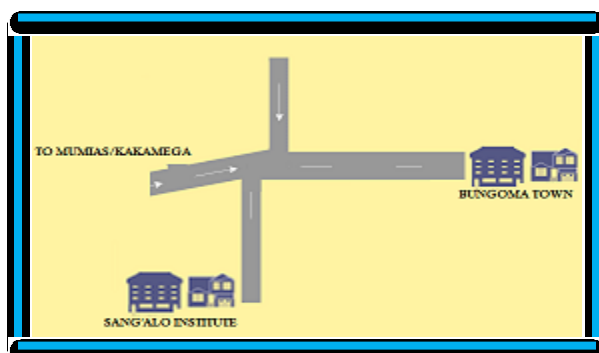
We congratulate you for having been admitted to Sang'alo Institute of Science and Technology. You are supposed to report to the Institute on **08<sup>th</sup> May, 2023**. Students who have fee challenges can visit the Institute during working hours to be assisted to apply for **HELB** loans.

Please note that you can also change your course to the most preferred one during admission.

**Working Hours (Monday to Friday, between 8.00 am and 4.00pm)**

**LOCATION OF THE INSTITUTE**

The Institute is located at the foot of Sang'alo Hill, 8 km South East of Bungoma Town on the Bungoma-Nambacha-Kakamega road.



**FEES**

You are required to pay Fee as indicated in the Fee structure to the Sang'alo Institute through

1. Bankers Cheque
2. Money orders
3. Direct Deposit to the institutes Account  
**1102026212 Kenya Commercial Bank (KCB) Bungoma Branch**
4. Lipa na Mpesa Pay bill- Business number: **522123**/Account number: **50054K**

**NB:**

- The students should produce a pay in slip when reporting
- Personal Cheques and Cash will not be accepted whatsoever





***Note: Students undertaking ICTT must be members of KASNEB by paying Kshs. 4,500 membership registration fee and Kshs. 400 for student ID before 31<sup>st</sup> November for may exams of the following year or 31<sup>st</sup> May for November exam series of the current year***

### **TESTIMONIALS**

Please bring the following:

- ✚ Original and two(2) photocopy copies of KCSE Certificate
- ✚ Original and two(2) photocopy copies of KCPE Certificate
- ✚ Original and two(2) photocopy copies of Leaving Certificate
- ✚ Original and two(2) photocopy copies of National ID card for both parents and students
- ✚ Original and two(2) photocopy copies of Birth Certificate
- ✚ FOUR COLOURED passport size photos
- ✚ Two (2) spring files
- ✚ A ream of A-4 size printing paper(PAPER LINE)
- ✚ A ream of A-4 size foolscap paper (KASUKU)

### **MATERIAL NEEDED FOR ACADEMIC USE (PERSONAL)**

- Spring file
- Foolscaps
- A4 Books and enough writing materials
- Other requirements for each course as appended

***NOTE: Whereas the Institute provides some reference materials through the Library, it is advisable for each trainee to have a personal library for regular reference during and after the course. Details of the recommended books can be acquired from the Departmental Heads in the course of the training.***

### **BOARDING FACILITIES (FOR BOARDERS ONLY)**

1. Mattress 3"
2. Beddings
3. Personal Utensils
4. Personal effects

### **INSTITUTE RULES AND REGULATIONS**

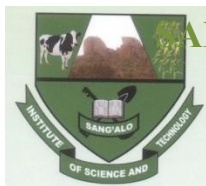
A copy of the same will be supplied to you on admission day and you will be required to sign a pledge of good conduct. The institute rules and regulations must be adhered to.

### **EXAMINATIONS**

The external examinations are set and marked by **Kenya National Examination Council (KNEC)**, **National Industrial Training Authority (NITA)** and **Kenya Accountants and Secretaries National Examinations Board (KASNEB)**. The Institute sets and marks the internal exams which comprises of **30%** of the total Marks of KNEC exams.

Before registration for **External Exams** all students **MUST** have cleared all the fees.





# SANG'ALO INSTITUTE OF SCIENCE AND TECHNOLOGY

**P. O. BOX 158, BUNGOMA.**

**TEL: 0711158158/0103669393**

**Email:sangaloist@yahoo.com /Web: www.sist.ac.ke**



## PERSONAL DATA SHEET (To be dully completed and submitted on admission day)

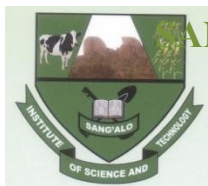
1.1 FULL NAME					1.2 ID CARD NO.	
1.3 D.O.B	1.4 COUNTY	1.5 CONSTITUENCY	1.6 SUB-COUNTY	1.7 RELIGION	1.8 CITIZENSHIP	
2.0 PARENTS PARTICULARS		2.1 PARENTS FULL NAMES		2.2 PARENTS OCCUPATION		2.3 PARENTS PHONE CONTACT
FATHER						
MOTHER						
3. ASSISTANT CHIEF		4. CHIEF		5. PERMANENT HOME ADDRESS		
CONTACT		CONTACT				
6. GUARDIAN NAME					CONTACT	
7.1 MARRIED YES OR NO?						
7.2 IF YES STATE THE NAME AND CONTACT OF SPOUSE						
YES	NO	NAME			CONTACT	
8. Who Is Responsible For Paying Your Fees And Other Expenses While You Undertake Your Course At Sist?						
NAME		RELATIONSHIP		ADDRESS		
9. CO-CURRICULAR ACTIVITIES OF YOUR INTEREST:						
10. Do You Suffer From Any Chronic Ailment? If Yes State The Ailment						
YES	NO	TYPE OF AILMENT IF YES				
11. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE BY A COURT OF LAW? IF YES STATE THE NATURE OF OFFENCE						
YES	NO					
12.1 SCHOOLS ATTENDED: PRIMARY						
NAME OF SCHOOL				NAME OF SCHOOL		
PERIOD				PERIOD		
				K.C.P.E INDEX NO.		
12.2 SCHOOLS ATTENDED: SECONDARY						
NAME OF SCHOOL				EXAMINATION YEAR		
PERIOD				INDEX NUMBER		
NAME OF SCHOOL				MEAN GRADE		
PERIOD						
13. SUBJECTS TAKEN IN THE LAST EXAMINATION AND GRADES						
SUBJECT		GRADE		SUBJECT		GRADE
a.				e.		
b.				f.		
c.				g.		
d.				h.		
15. COURSES APPLIED FOR:						
I DO UNDERTAKE TO BE LOYAL TO THE PRINCIPAL AND ALL STAFF OF SIST, TO OBEY ALL RULES AND REGULATIONS OF THE INSTITUTE AND TO PURSUE MY COURSE DILIGENTLY THROUGHOUT MY PERIOD OF STUDY AT SIST FOR MY BENEFIT						SIGNATURE
I certify that all the information given in this form is true and correct to the best of my ability and belief						

EMAIL ADDRESS.....

STUDENT SIGN.....CONTACT.....DATE.....

PARENT/GUARDIAN SIGN.....CONTACT.....DATE.....





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## **MEDICAL FORM**

The enclosed medical form must be completed and signed by a Government or any other recognized Medical officer of Health and submitted on admission.

Name of Student..... Course .....

County.....

1.	<i>Eyes and Vision</i>	
2.	<i>Nose and Throat</i>	
3.	<i>Hearing</i>	
4.	<i>Mouth and Teeth</i>	
5.	<i>Glands in the Neck</i>	
6.	<i>Chest, Heart, Lungs.</i> <i>Or any Tuberculosis history</i>	
7.	<i>Spinal Column</i>	
8.	<i>Urine, Stool</i>	
9.	<i>Spleen, Liver and Varicose</i> <i>Veins</i>	
10.	<i>Any other Weakness</i>	
11.	<i>General Observations</i>	

## **NAME AND RUBBER STAMP OF REGISTERED DOCTOR**

ADDRESS.....TOWN.....

DATE..... SIGNATURE .....

**OFFICIAL RUBBER STAMP.**





### **MEDICATION**

The institution offers First Aid treatment to students at the School Health Facility. In case of any referrals, the cost of treatment shall be passed over to the parent/guardian.

### **PARENT DECLARATION FORM**

In case of any referrals I am prepared to pay the hospital charges for my son/daughter to be admitted to (**Tick Appropriately**) and ensure my **NHIF** card is updated and captures my son/daughter as a beneficiary

- |                                     |                          |
|-------------------------------------|--------------------------|
| I. Bungoma County Referral Hospital | <input type="checkbox"/> |
| II. Elgon View Hospital             | <input type="checkbox"/> |
| III. Bungoma West Hospital          | <input type="checkbox"/> |
| IV. Life care Hospital              | <input type="checkbox"/> |
| V. Dawameds Hospital                | <input type="checkbox"/> |
| VI. St. Domiano Hospital            | <input type="checkbox"/> |

**Any other**

**(Specify).....**

**NB:** it's mandatory for all the students to wear **FACE MASKS** while in the institute premises and in other public gatherings. Those without masks will not be allowed to access institute services

### **PARENT**

Signature..... Date.....

Phone. No. ....Address.....

### **FEE STRUCTURE FOR ACADEMIC YEAR 2022/2023**





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NO	VOTEHEAD	TOTAL	GOVERNMENT CAPITATION	STUDENTS FEES	1 <sup>ST</sup> TERM	2 <sup>ND</sup> TERM
1.	TUITION	30,480	30,000	480	480	-
2.	ACTIVITY FEE	3,000	-	3,000	1,500	1500
3.	MEDICAL	1,200	-	1,200	600	600
4.	R.M.I	1,955	-	1,955	980	975
5.	ELE.WATER & CONS	3,000	-	3,000	1,500	1,500
6.	P. EMOLUMENTS	11,000	-	11,000	5,500	5,500
7.	LOC. TRANSPORT	2,985	-	2,985	1,490	1,495
8.	DEV. FUND	2,000	-	2,000	1,500	500
9.	STUDENTS COUNCIL	300	-	300	300	-
10	INSURANCE	500	-	500	250	250
11	TOTAL	56,420	30,000	26,420	14,100	12,320

## MODE OF PAYING

Fees shall be paid by **Bankers Cheque, Money Orders** or direct **deposit** to the Institute **Account No. 1102026212**

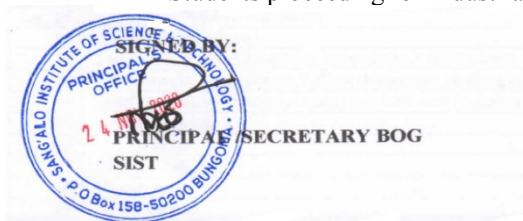
**Kenya Commercial Bank - Bungoma Branch.** You can also pay fees through M-pesa **Pay Bill** Option, LipaKaro

M-pesa Pay Bill option, **Business Number (522123)/ Account No. 50054K THEN STUDENT NAME AND**

**ADMISSION NUMBER (NO SPACES BETWEEN THE DETAILS) E.G.50054KMARYNEKESA17004**

## NOTE:

- The institute provides Room and Bed @ 3,000/= per term on **FIRST COME FIRST SERVED BASIS.**
- Meals will be on **PAY AS YOU EAT** system through **M-PESA PAYBILL: 522522** Account No:1225047668 or **KCB Bank** Account Number:1225047668.
- New Students to pay Ksh. **1000/=** Caution money.
- All new students shall pay Ksh. 500 as student ID fee
- All New Students shall pay **Ksh. 300/=** as Students' Council membership fee.
- Examination fee is not included in this fee structure**
- Attachment:
  - Industrial attachment fee of Ksh. **2, 000/=** payable a term before attachment term.
  - Students proceeding for Industrial Attachment will be expected to have cleared all fees payable.



## REQUIREMENTS PER DEPARTMENT





<b>CLOTHING TECHNOLOGY</b>			
<b>A.</b>	<b>Pattern Drafting (ALL)</b>	<b>B.</b>	<b>Garment Making (ARTISAN,CRAFT MODIL,DIPLOMA)</b>
<b>1</b>	A pair of Shears (Scissors for cutting fabric)	<b>1</b>	A packet of tailor chalk enough assorted colours
<b>2</b>	Paper cutting scissors	<b>2</b>	Dress maker's pins
<b>3</b>	Tape measure (inches and cm)	<b>3</b>	A thimble
<b>4</b>	45 and 60 degrees Set Square (Large size)	<b>4</b>	Seam paper
<b>5</b>	French Curve (Plywood)	<b>5</b>	Assorted hand sewing needles
<b>6</b>	A set of French curves (plastic)	<b>6</b>	Bobbin and Bobbin case (metal-singer machine)
<b>7</b>	¼ Scale ruler		
<b>8</b>	30 cm ruler		
<b>9</b>	1 meter ruler (100cm) 'T' square		
<b>10</b>	HB pencils (staedler tradition)		
<b>11</b>	Dust coat, <b>light blue</b>		
<b>12</b>	Low-healed black shoes (leather)		
		<b>C.</b>	<b>Fabric Coloration Requirement</b>
	a. 3 large drawing books b. Plain papers 2 reams c. Enough ball pens d. Tracing wheel e. Embroidery ring(for Craft Module II) f. Dressmaker pins g. Geometric set (oxford) h. Scientific Calculator		<b>CRAFT MODULE II</b> a. A pair of gloves (industrial gloves) b. Embroidery ring <b>TEXT BOOKS</b> i. Fabric coloration (KLB) ii. Fashion Design (KLB)
<b>Text Books (Compulsory)</b> I. Metric pattern cutting for men's wear 4 <sup>th</sup> edition ( <b>dark green</b> ) II. Metric pattern cutting for Ladies wear 5 <sup>th</sup> edition ( <b>purple</b> ) III. Metric pattern cutting for children's wear 4 <sup>th</sup> edition ( <b>light green</b> ) <b>All by Winfried Aldrich-Blackwell Science/Wiley Blackwell</b>			
<b>HAIR DRESSING AND BEAUTY THERAPY REQUIREMENTS</b>			
<b>1</b>	White Overall	<b>13</b>	Apron 1 piece
<b>2</b>	Manicure cet	<b>14</b>	1 packet of crayons (for painting)
<b>3</b>	Pedicure cet	<b>15</b>	Enough assorted nail polishes
<b>4</b>	Make-up cet	<b>16</b>	Hair food (500grms )
<b>5</b>	Hair piece ½ dozen	<b>17</b>	Weave cap and new viva weaves
<b>6</b>	Cutical trimmers (3 pcs)	<b>18</b>	Hair Chemical (450 grams)
<b>7</b>	Crotchet needle	<b>19</b>	Deep Hair treatment (500gms)
<b>8</b>	2 rolls of weaving thread	<b>20</b>	Massage oil (100grams)
<b>9</b>	Weaving needle	<b>21</b>	1 pair of scissors
<b>10</b>	Surgical gloves	<b>22</b>	Three towels (salon size)
<b>11</b>	One pair of sleepers (students size)	<b>23</b>	Face towels (4 each)
<b>12</b>	Assorted combs	<b>24</b>	Hair spray (250 grams)
<b>HOSPITALITY</b>			
	<b>A. Food and Beverage</b>		
<b>1</b>	2 Black and White checked skirt/trouser	<b>20</b>	5 Fish Knife
<b>2</b>	Black trousers/skirts	<b>21</b>	10 Sweet spoon
<b>3</b>	White double brests chefs jacket	<b>22</b>	10 Sweet fork
<b>4</b>	1 Apron (white)	<b>23</b>	Ballon Whisk
<b>5</b>	1 Dust coat (white)	<b>24</b>	Tie/neck tie
<b>6</b>	17.5 Fish fork	<b>25</b>	Digital weighing scale
<b>7</b>	2 long sleeved white shirt/blouse	<b>26</b>	Corkscrew
<b>8</b>	19.10 Soup spoon	<b>27</b>	Lighter
<b>9</b>	1 pair-low healed black shoes	<b>28</b>	A set of Knives
<b>10</b>	1 Black leather low/flat shoes	<b>29</b>	Pastry Brush
<b>11</b>	A pair of oven gloves	<b>30</b>	Measuring cups
<b>12</b>	2 sets table linen: 10 napkins,3slip cloths,3 table cloths	<b>31</b>	Measuring spoons







13	4 Tea towels, hand towels, Yellow duster, tray cloths, glass cloths	32	Manilla papers
14	Scarf (ladies), bowtie (gentlemen) and half coat (colour advised)	33	Foolscaps
15	White chefs hat	34	Name tag
16	10 join knife	35	Order pad
17	10 joint fork	36	Record cards
18	10 join spoon	37	Carbon papers
19	10 tea spoons		
<b>Reference Books</b>			
(i) Theory of Catering by Kinton and Ceserari (ii) The theory of Hospitality latest edition (iii) Food and Beverage service by Lillicrap and Cousins-Latest Edition (iv) Practical cookery by Kinton and Ceserari-Latest edition (v) Food and Beverage and Control by Kotas			
<b>b. Catering</b>			
1	1 Dust coat	5	Non-fluffy (cotton) small cloths -2 pieces
2	2 Short sleeved African Print Shirt/Blouse	6	A pair of plastic gloves
3	Yellow dusters	7	2 kg containers -2 pieces
4	Cleaning cloths (small towels) -4 pieces		
<b>P Reference Books</b>			
i) Accommodation Practice (ii) Front office management (iii) Laundry work (iv) Hotel, Hospital and Hostel Housekeeping			
<b>ELECTRICAL</b>		<b>AGRICULTURE</b>	
1	Set squares 60°, 45°	9.	Mathematical SMP table
2	Engineers drawing set	10.	Safety Helmet (Yellow)
3	Dust coat/overall (navy blue)	11.	T-Square
4	Industrial boots	12.	Claw hammer (small size)
5	Screw drivers (Star & Flat)	13.	Ball pain hammer
6	Pair of Pliers	14.	Stripper/Electric knife
7	Phase tester	15.	Digital Multi meter
8	FX-82MS electronic calculator		
<b>AUTOMOTIVE</b>		<b>APPLIED SCIENCE</b>	
1	Safety boots	1	A dust coat white
2	Dustcoat/overall (Navy blue/Grey)	2	Closed Shoes
3	Drawing instruments +T-square	3	Industrial Rubber Gloves (Black)
4	Pencils (steadler).....1) -HB 2) - 2H	4	Laboratory Report Book (for practical reports)
<b>BUILDING AND CIVIL ENGINEERING</b>			
1	Scientific calculator-ALL		
2	Drawing instruments- Tee Square, Set Square, Compass-ALL		
3	BS 8110-(Civil Engineering and Building Technology)-DIPLOMA		
4	pSMM Tables- DIPLOMA		
5	Engineering Mathematics by K.A. Stroud (5 <sup>th</sup> Edition)-DIPLOMA		
6	Strength of Materials by R. Whitlow-DIPLOMA		
7	Steadler eraser and pencils-HB, 2H, 4H, B, masking tape-ALL		
8	Trowel (pointing and Building), mould board, try square, plump bob, masons hammer, brick hammer, tape measure 3M -CBT STUDENTS		
9	Rip Saw, hammer, carpenters try square-CBT students		
10	<b>Carpentry and joinery</b> i. Tape v. Scrapper ii. Try square vi. Hand drill iii. Hand saw vii. Plane iv. Chisel		
	<b>11. Plumbing</b> i. Tape measure ii. Overall (Blue Colour) iii. Safety Boots		

