

TAITA TAVETA NATIONAL POLYTECHNIC



P.O. BOX 34 CODE 80300 TEL:0202169229, VOI

Email: principal@cit.ac.ke / registrarcit2016@gmail.com

Website: www.cit.ac.ke

ISO 9001:2015 Certified



Our Vision: To Be A Centre Of Excellence For Education & Training In Science and Technology

Date: 30TH APRIL, 2024

Our Ref: TTNP/BS/OAL4/M24/K/1288

Applicants Name: MARY MASHAKA ROZALIA

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Office Administration Level 4** in the Department of **Business Studies**.

The Reporting date shall be on **6th May, 2024**.

Requirements

1. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
2. *Two recent colored passport-size photographs*
3. *A completed medical certificate (form enclosed)*
4. *Personal effects i.e., blanket, mosquito net, bed covers & toiletries*

You must attain at least a 75% class attendance threshold in both online and face-to-face sessions in order to be allowed to sit for all examinations. For you to progress to the next module, you **MUST** have successfully completed the preceding module in line with the College Academic Policy.

You are expected to pay at least 75% of the module fee at the beginning of each module and the balance before sitting for end-of-module examinations. This fee is not inclusive of accommodation and meals.

The college does not allow any change of program mid-stream. This should be done in advance.

All trainees must pay full fees before examination registration.

Trainees' accommodation within the College is limited and shall be allotted on a first book first served basis upon payment of full fees.

The college accommodation fee is **Kshs. 4,500.00** per term exclusive of meals. Meals are on Pay- As-You-Eat basis.

Non-Resident Trainees are expected to arrange and meet the cost of their own accommodation.

Yours faithfully,



Geoffrey Nyambeche
Registrar
For: PRINCIPAL



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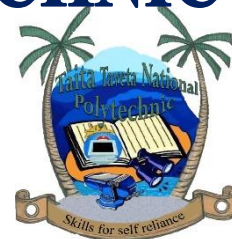


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Date: 30TH APRIL, 2024

Our Ref: TTNP/HIM/HKL4/M24/K/1287

Applicants Name: TUUKUO FELISTER NAISIANOI

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Housekeeping Level 4** in the Department of **Hospitality & Institutional Management**.

The Reporting date shall be on **6th May, 2024**.

Requirements

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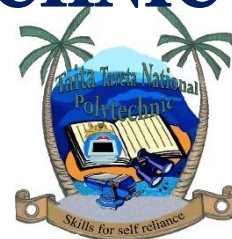


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Our Ref: TTNP/BS/OAL4/M24/K/1289

Date: 30TH APRIL, 2024

Applicants Name: MWANAMISI MBWANA CHIMWENJE

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Office Administration Level 4** in the Department of **Business Studies**.

The Reporting date shall be on **6th May, 2024**.

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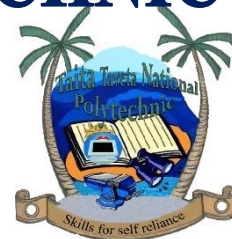


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Date: 30TH APRIL, 2024

Our Ref: TTNP/HIM/HKL4/M24/K/1287

Applicants Name: TUUKUO FELISTER NAISIANOI

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Date: 30TH APRIL, 2024

Our Ref: TTNP/BS/OAL4/M24/K/1290

Applicants Name: JUSTUS ROSE KADZO

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Office Administration Level 4** in the Department of **Business Studies**.

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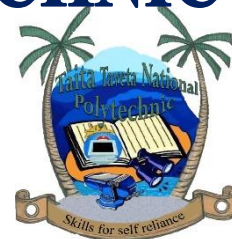


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