



OMUGA TECHNICAL AND VOCATIONAL COLLEGE

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OFFICE OF THE REGISTRAR-ACADEMIC AFFAIRS

GENERAL INFORMATION TO ALL TRAINEES

1. LOCATION

Omuga TVC is a Public Technical and Vocational College located 2.3 KM off Misambi Market (along the Kisumu-Kisii Road). The college offers Artisan, Certificate and Diploma courses in various Technical, Vocational and Business Programmes both on Full time and Part time basis.

2. FEES, LOANS AND BURSARIES

The total fees payable by every trainee is as indicated in the Approved Fee Structure, OTVC/JI/F4. All fees must be paid in full at the beginning of every term. All fees payments should be made through Banker's Cheques or Direct Cash Deposits at: Kenya Commercial Bank (KCB), Kisumu (MAIN) Branch; A/C Name: Omuga Technical & Vocational College; A/C No. 1261113721 or any other K C B branch/ Agent country-wide.

Trainees of Kenyan citizenship who may wish to apply for the Kenya Government loans and/or bursaries should complete the online TVET HELB Application form which can be accessed from the HELB website: www.helb.co.ke. or apply for CDF and/or County Government bursaries.

3. MEDICAL EXAMINATION

Every trainee is required to undergo a medical examination by a recognized Government Medical Practitioner before joining the college. Form OTVC/JI/F3 is intended for this purpose. The form should be filled, signed and returned to the college on the Admission/Registration day.

4. ACCOMMODATION AND MEALS

The College may offer/make arrangements for accommodation facilities (depending on the availability of such) to some of the full time trainees admitted to the college.

Such facilities shall be allocated on a first come first served basis at the rate of KShs. 3,500/- per term. Trainee wishing to be accommodated MUST bring his/her own mattress, blankets, bedsheets, bucket/basin, utensils and other personal effects.

The college also offers Cafeteria Services which are operated on a Pay-As- You-Eat (PAYE) basis. The average cost of a meal is KShs. 50/-. Therefore, a trainee would require about KShs. 150/- per day for meals. There may be many other eating outlets in the neighbourhood of the college charging competitive prices for meals.

5. BOOKS, STATIONERY AND PERSONAL EXPENSES

All trainees will be required to provide own writing materials/stationery, some (recommended) text books & tools, and extra money for photocopying services & other personal requirements during their stay at the college.

6. CO-CURRICULAR AND CLUBS/SOCIETIES ACTIVITIES

In recognition of the fact that co-curricular activities are essential for total human development, all the trainees are encouraged to participate in the various co-curricular activities organized by the games department in the college. Some of these activities include ball games, athletics, drama and music. Trainees are expected to come with their own games kits.

Equally important to trainee's life in college is the involvement in clubs, societies and other activities organized by students' council and religious groups.

7. COLLEGE RULES AND REGULATIONS

In order to achieve the desired training objectives, provide for safety, maintain orderliness and discipline in the college, the rules and regulations stipulated in the form, OTVC/JI/F6 have been constituted to guide the conduct and behaviour of all the trainees and staff in the college. You are therefore required to keenly read and understand these rules and regulations and sign the last page of form OTVC/JI/F6 if you accept to abide by the same.