

KENYA INSTITUTE OF SPECIAL EDUCATION

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NAIROBI, KENYA

JOINING INSTRUCTIONS FOR DISTANCE LEARNING STUDENTS

1.0 Registration

1.1 Required Documents

On the day admission, you **MUST** bring with you the following documents: a)

Original admission letter together with **this joining instructions**.

- b) Original Academic certificates and certified photocopies of the same.
- c) School leaving certificates and certified photocopies of the same.
- d) Original P1 certificate and a certified photocopy of the same.
- e) Original national identity card and a certified photocopy of the same (both sides).
- f) Birth certificate and copy of the same.
- g) Two recent passport size photographs (not photo me) certified by your Head Teacher or Sub County Director of Education.

Note:

- Registration takes place at the centres between 8.30am and 5.00 p.m. on the designated dates. There no registration after 5pm.
- Ensure your original certificates are returned to you after verification during the registration exercise.

2.0 Student Fees Contribution

2.1 Current Amount

Description	Year 1	Year 2	Grand Total
Tuition	58,200	44,300	102,500
KNEC Exam	7,700	10,600	18,300
Total	65,900	54,900	120,800

An inclusive Kenyan society in which every child with special needs and disability accesses quality education and achieves their fullest human potential
ISO 9001:2015 CERTIFIED.

2.2 When to Pay

Students are encouraged to pay their fees in full during registration.

2.3 Methods of Payment

All payments should be deposited through the KISE Bank and M-Pesa accounts:

- KCB – Ngara Branch, Account No. 1128797836 (Use your admission number as provided in the admission letter)
- M-Pesa pay bill Number- 851201 (Use your admission number as provided in the admission letter as your account number).

CASH PAYMENTS ARE NOT ACCEPTED

3.0 Examinations

3.1 Internal Examination

All Internal Examinations and timed CATs are guided by the Institute Examination Regulations.

3.2 KNEC Examinations

Examinations administered by Kenya National Examinations Council (KNEC) are guided by KNEC regulations.

3.3 Final teaching practice

This exercise lasts for a period not less than 10 weeks in a school.

4.0 Rules and Regulations

The Institute Management is responsible for administering stipulated rules and regulations and control of student's behavior. Students are expected **to adhere** to rules and regulations without exception.

Student Teachers are required to adhere to the TSC Code of Conduct and Ethics in addition to the KISE Code of Conduct and Ethics at all times when they are at the centres.

5.0 Student Wellness and Health Care

5.1 Centres

The centre caters for mild medical problems (first aid). Students seeking medical attention from external medical providers will meet expenses incurred.

6.0 Class Attendance

All students must attend all lectures, scheduled activities and abide by the Institute's routine

7.0 Additional Information

7.1 Nursing Mothers

1. The age of the baby allowed at any centre is between 30 months and 2 years
2. The child minder **MUST** be over 18 years
3. The child minder **MUST** be paid for accommodation fees

7.2 Personal Effects

Students **MUST** bring the following items for personal use:

1. At least one pair of bed sheets
2. Two warm blankets
3. Enough personal effects e.g. tooth paste, toilet paper, washing and bathing soaps etc
4. A torch/spotlight for emergencies
5. Water bucket/basin
6. A mosquito net

7.3 Stationery

Students are advised to come with adequate writing materials