



**MACHAKOS HOSPITALITY & TECHNICAL INSTITUTE**  
*"Excellence Without Compromise"*  
**STUDENT ADMISSION & INFORMATION PACK**

**SECTION 1: APPLICATION FOR ADMISSION**

**CONSENT**

I hereby consent to provide my personal information for the purpose of admission.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**INSTRUCTIONS**

1. Fill this form in **BLOCK LETTERS**.
2. Complete **all sections**.

**REQUIREMENTS FOR ADMISSION**

1. Copy of KCSE Certificate/Equivalent
2. Copy of Birth Certificate
3. Copy of National ID
4. Copy of Guardian's ID
5. Two Passport Photos

**A. PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

Gender: Male  Female

County: \_\_\_\_\_ Area: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ ID Number: \_\_\_\_\_

Medical Condition/Disability: Yes  No

If yes, specify: \_\_\_\_\_

**B. COURSE APPLIED**

Course: \_\_\_\_\_

Level: Artisan  Certificate  Diploma

KCSE Grade: \_\_\_\_\_ KCPE Marks: \_\_\_\_\_

**C. PARENT/GUARDIAN DETAILS**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

County: \_\_\_\_\_ Area: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Signature: \_\_\_\_\_

## D. FEES PAYMENT

Person Responsible: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## E. NEXT OF KIN

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## How did you hear about us

Search Engine

Social Media

Flyer

Radio

TV

Word of Mouth

Compassion Kenya

Other: \_\_\_\_\_

## F. STUDENT DECLARATION

I confirm that the information provided is true and correct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 2: GENERAL RULES AND REGULATIONS

### 1. Student Identification Card

- Must be carried at all times
- Misuse leads to disciplinary action
- Replacement charged if lost
- Remains property of the institution

### 2. Attendance & Punctuality

- Attendance is compulsory
- Permission required for absence
- Punctuality is mandatory

### 3. Dress Code & Appearance

- Proper grooming required at all times

#### Gentlemen:

- Trousers & shirts only
- No dreadlocks, hats or shorts

#### Ladies:

- Smart wear (knee-length dresses/skirts or trousers)
- No shorts or inappropriate dressing

### 4. Alcohol, Smoking & Drugs

- Strictly prohibited
- No entry under influence
- No chewing gum in buildings

### 5. Classrooms & Computer Lab

- Keep clean
- No food or drinks

- No unauthorized software use

### 6. Damage to Property

- Report immediately
- Cost charged to responsible student(s)

### 7. Industrial Programmes

- Mandatory 10-week familiarization
- Industrial attachment required
- Logbook, report & grading compulsory

### 8. Communication Channels

- Notice boards
- Calls/SMS
- Class representatives
- Student leaders

### 9. Health

- Report illness immediately
- Provide medical records if necessary
- Students meet medical costs

### 10. Deferment/Withdrawal

- Must notify Principal
- Course change requires approval

### 11. Conduct & Discipline

Offences include:

- Fighting

- Theft
- Harassment
- Absenteeism

**12. Safety Guidelines**

- Avoid walking alone at night
- Do not carry large sums of money

- Keep rooms locked

**13. General Rules**

- No phone use in class
- Use English or Kiswahili
- Maintain cleanliness
- Follow fire safety procedures

**SECTION 3: PHOTOGRAPHY AND VIDEOGRAPHY CONSENT FORM**

I hereby grant Machakos Hospitality and Technical Institute (MHTI) the full rights to use my photographs, videos, or images for institutional purposes.

**Rights Granted**

- Use and publish images in any media
- Edit or modify images
- Use with or without my name

**Consent**

I allow:

- Image editing and alterations
- Use for marketing, advertising, and promotion

**Waiver**

I waive:

- Rights to inspect final materials
- Claims to compensation

**Release of Liability**

I release MHTI from:

- Privacy claims
- Image alterations
- Any related legal claims

**Declaration**

I confirm that:

- I am of legal age
- I understand and agree to this document
- I have not been coerced or forced by the institution.

**FINAL ATTESTATION**

I, \_\_\_\_\_, confirm that I have read, understood, and agree to abide by all the rules, regulations, and policies outlined in this document.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICIAL USE ONLY**

Admission Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_