



THE SIGALAGALA NATIONAL POLYTECHNIC

P.O. BOX 2966-50100KAKAMEGA – KENYA

Mobile No. Administration: 0725 663 322, Admissions: 0793 600 519

Email: info@sigalagalapoly.ac.ke ~ Web: www.sigalagalapoly.ac.ke

OFFICE OF THE REGISTRAR

Student Full Name

Application Reference Number

Dear, Student First Name

RE: LETTER OF ADMISSION

We are pleased to inform you that you have been offered to study Programme name at **THE SIGALAGALA NATIONAL POLYTECHNIC**. You will be expected to report on **9TH SEPTEMBER 2024**, in Campus Name The offer is made on the basis of your qualifications which are subject to verification by the polytechnic administration. Any information which may be found to be untrue will automatically lead to your disqualification and expulsion from the Polytechnic. If you are unable to take up the offer of admission, you will be required to inform the Registrar before commencement of-course.

VERIFICATION OF DOCUMENTS

Ensure you carry original of the following documents for verification on reporting day:

- I. National Identity Card, Birth certificate and Leaving certificate
- II. KCPE and KCSE certificates or Result Slips.
- III. Two colored passport size photograph

OTHER INFORMATION

- I. Each student will be issued with college ID at a fee of Ksh. 500
- II. Cash payments and personal cheques are NOT ACCEPTED.
- III. Be aware of CONMEN.
- IV. Kindly use our official contacts for any inquiries: 0793600519 or 0725663322.

FEES PAYMENT

The application fee of Ksh. 500 is payable

Proposed tuition Fees per year is Ksh. 67,189 /=-

Pay current fees and other expenses through:

- **ABSA (Barclays) Bank, Kakamega Branch Account Number:-8043551 (Main Campus)**

- **Equity Bank Account Number: 0500277394606 (Main Campus) Note:**

- I. The examination fee is Not included in the fees structure.
- II. There will be NO REFUND of any excess funds paid until the course is completed and clearance successfully done.
- III. FEES SHOULD NOT be paid through BANK AGENTS or MPESA PAYBILL
- IV. BURSARY CHEQUES should be addressed to SIGALAGALANATIONAL POLYTECHNIC.

ACCOMMODATION AND MEALS

You will also be required to make your own arrangements during the term to meet Catering and Accommodation expenses.

FINANCIAL ASSISTANCE

Apply for government funding through <https://www.hef.co.ke>

Apply for HELB Loan through <https://portal.hef.co.ke/auth/signin>.

We look forward to your joining Sigalagala National Polytechnic and on behalf of the Principal, I wish you success in your future studies at our institution.

SINCERELY,

MR. Bernard N. Jumba
REGISTRAR FOR PRINCIPAL