



NORTHERN TECHNICAL COLLEGE

INFORMATION SHEET – DIPLOMA CERTIFICATE PROGRAMMES

Academic Year: 2018
Course(s)

Intake: January/May/September

- **Diploma in Automotive**
- **Diploma in Electrical**
- **Diploma in Production and Operations Management**

1.0 FEES

1.1 Basic mandatory fees

S/N	Fees Description	Term 1	Term 2	Term 3
1	Tuition	3,000.00	3,000.00	3,000.00
2	Examination Administration	220.00		
3	Building Maintenance	200.00		
4	NORTEC Work Suit	200.00		
5	Technology	100.00	100.00	100.00
6	Student Occupational Insurance	50.00		
7	Student Identity Card	50.00		
8	Student Union	50.00	50.00	50.00
9	TEVETA Enrolment	50.00		
10	TEVETA Examination			800.00
	Total	3,920.00	3,150.00	3,950.00

2.0 Accommodation and Meals

2.1 Accommodation at the College is not attached to admission. Students are therefore encouraged to seek alternative accommodation in the event that the available rooms are full. The Fee for accommodation is K600.00 per term. Students can apply for accommodation using the form provided. **Please note that lodging facilities are limited and are offered on first come first served basis.**

2.2 Students opting for self-catering are required to pay for lodging only, and should bring with them a standard (manufactured) one (1) or two (2) plate electric cooker and cooking utensils. **Use of improvised cookers is strictly not allowed.** However, we strongly advise sponsors to pay to the Central Cafeteria in order to encourage students to concentrate on their studies.

2.3 A central College Cafeteria is available and one can choose from the following meal plans which are currently on offer to cater for daily meals:

Option	Breakfast (K)	Lunch (K)	Supper (K)	Total per term (K)
1 st	15.00	15.00	15.00	4,050.00
2 nd	15.00	20.00	20.00	4,950.00
3 rd	22.00	30.00	30.00	7,380.00

3.0 Method of Payment

3.1 All basic mandatory fees in 1.1 above should be paid in full directly into the college account stated below for each respective term before reporting to the College.

**ZANACO NORTEC BILLMUSTER
ACCOUNT NUMBER 1560413300151**

3.2 The Deposit Slip should include the following information:

- 3.2.1 Transaction date;
- 3.2.2 Student Computer Number, as indicated on the Offer Letter (*mandatory field*);
- 3.2.3 Student National Registration Card Number (*mandatory field*);
- 3.2.4 Student Name (*mandatory field*);
- 3.2.5 Amount Credited (*mandatory field*);
- 3.2.6 Student Category – Full Time; Distance (*mandatory field*);
- 3.2.7 Student Course and Class (*mandatory field*);
- 3.2.8 Telephone or Cell Number.

3.3 Students will be issued with appropriate College receipts on registration at the Accounts Section, upon submission of **original Bank Deposit Slip** with details of payment, as confirmation of payment made.

3.4 Accommodation fees should be paid by cash at the College once a bed space has been confirmed.

3.5 No refunds will be allowed. Sponsors are advised to ensure that only correct amounts are deposited into the account. Any over payments will be credited to the student's account to offset future fees. Any refunds claimed attract 15% administration charge.

3.6 Students, who wish to use the College cafeteria, will be required to pay for meals directly to the Caterer. The College does not receive payment on behalf of the Caterer.

3.7 Students will be provided with a Work Suit or Dust Coat from the College.

4.0 Other registration requirements – see appendix 1

Date Stamp