

KENYA INSTITUTE OF SPECIAL EDUCATION

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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:

- Original admission letter together with this joining instructions.
- Original Academic certificates and certified photocopies of the same.
- School leaving certificates and certified photocopies of the same.
- Original P1 certificate and a certified photocopy of the same.
- Original national identity card and a certified photocopy of the same (both sides).
- Birth certificate and copy of the same.
- 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
Total	62,900	53,000	115,900

2.2 When to Pay

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

*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.*

2.3 **Methods of Payment**

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

- KCB – Ngara Branch, Account No. 1128797836 (For new students use National Identity Card as your admission number)
- M-Pesa pay bill Number- 851201 (For new students use National Identity Card 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