



ADMISSION LETTER

NAME	
ADDRESS	
COURSE APPLIED FOR	
STUDENT NUMBER	
PHONE NUMBER	

We acknowledge receipt of your application for admission into the course applied for and wish to inform you that your application has been accepted. You are required to pay application fee of **Ksh. 500** (Bank Slip/Money order or through Mpesa pay bill). You are supposed to report to the Institute on **05/09/2022 Working Hours (Monday to Friday, between 8.00 am and 4.00pm)**

LOCATION OF THE INSTITUTE

The Institute is located at the foot of Sang’alo Hill, 8 km South East of Bungoma Town on the Bungoma-Nambacha-Kakamega road.



FEES

You are required to pay Fee as indicated in the Fee structure to the Sang’alo Institute through

- i. Bankers Cheque
- ii. Money orders
- iii. Direct Deposit to the institutes Account
1102026212 Kenya Commercial Bank (KCB) Bungoma Branch
- iv. Lipa na Mpesa Pay bill- Business number: **522123/Account number: 50054K THEN STUDENT NAME AND ADMISSION NUMBER (NO SPACES BETWEEN THE DETAILS) E.G. 50054KMARYNEKESA17004**

NB -The students should produce a pay in slip when reporting
- Personal Cheques and Cash will not be accepted whatsoever

NOTE: Students undertaking ICTT must be members of KASNEB by paying Kshs. 4,500 membership registration fee and Ksh.400 for student ID before 31st November for May exams of the following year or 31st May for November exams series of the current year





TESTIMONIALS

Please bring the following:

- ✚ *Original and two(2) photocopy copies of KCSE Certificate*
- ✚ *Original and two(2) photocopy copies of KCPE Certificate*
- ✚ *Original and two(2) photocopy copies of Leaving Certificate*
- ✚ *Original and two(2) photocopy copies of National ID card for both parents and students*
- ✚ *Original and two(2) photocopy copies of Birth Certificate*
- ✚ *FOUR COLOURED passport size photos*
- ✚ *Two (2) spring files*
- ✚ *A ream of A-4 size printing paper(PAPER LINE)*
- ✚ *A ream of A-4 size foolscap paper (KASUKU)*

MATERIAL NEEDED FOR ACADEMIC USE (PERSONAL)

- Spring file
- Foolscaps
- A4 Books and enough writing materials
- Other requirements for each course as appended

NOTE: Whereas the Institute provides some reference materials through the Library, it is advisable for each trainee to have a personal library for regular reference during and after the course. Details of the recommended books can be acquired from the Departmental Heads in the course of the training.

BOARDING FACILITIES (FOR BOARDERS ONLY)

1. Mattress 3”
2. Beddings
3. Personal Utensils
4. Personal effects

INSTITUTE RULES AND REGULATIONS

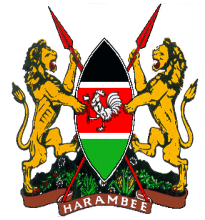
A copy of the same will be supplied to you on admission day and you will be required to sign a pledge of good conduct. The institute rules and regulations must be adhered to.

EXAMINATIONS

The external examinations are set and marked by **Kenya National Examination Council (KNEC)**, **National Industrial Training Authority (NITA)** and **Kenya Accountants and Secretaries National Examinations Board (KASNEB)**. The Institute sets and marks the internal exams which comprises of **30%** of the total Marks of KNEC exams.

Before registration for **External Exams** all students **MUST** have cleared all the fees.





PERSONAL DATA SHEET (To be dully completed and submitted on admission day)

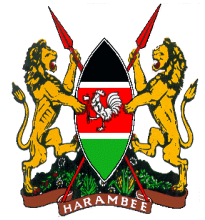
1.1 FULL NAME			1.2 ID CARD NO.		
1.3 D.O.B	1.4 COUNTY	1.5 CONSTITUENCY	1.6 SUB-COUNTY	1.7 RELIGION	1.8 CITIZENSHIP
2.0 PARENTS PARTICULARS		2.1 PARENTS FULL NAMES		2.2 PARENTS OCCUPATION	
FATHER					
MOTHER					
3. ASSISTANT CHIEF		4. CHIEF		5. PERMANENT HOME ADDRESS	
CONTACT		CONTACT			
6. GUARDIAN NAME			CONTACT		
7.1 MARRIED YES OR NO?					
7.2 IF YES STATE THE NAME AND CONTACT OF SPOUSE					
YES	NO	NAME			CONTACT
8. Who Is Responsible For Paying Your Fees And Other Expenses While You Undertake Your Course At Sist?					
NAME		RELATIONSHIP		ADDRESS	
9. CO-CURRICULAR ACTIVITIES OF YOUR INTEREST:					
10. Do You Suffer From Any Chronic Ailment? If Yes State The Ailment					
YES	NO	TYPE OF AILMENT IF YES			
11. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE BY A COURT OF LAW? IF YES STATE THE NATURE OF OFFENCE					
YES	NO				
12.1 SCHOOLS ATTENDED: PRIMARY					
NAME OF SCHOOL		NAME OF SCHOOL			
PERIOD		PERIOD			
		K.C.P.E INDEX NO.			
12.2 SCHOOLS ATTENDED: SECONDARY					
NAME OF SCHOOL		EXAMINATION YEAR			
PERIOD		INDEX NUMBER			
NAME OF SCHOOL		MEAN GRADE			
PERIOD					
13. SUBJECTS TAKEN IN THE LAST EXAMINATION AND GRADES					
SUBJECT		GRADE		SUBJECT	
a.				e.	
b.				f.	
c.				g.	
d.				h.	
15. COURSES APPLIED FOR:					
I DO UNDERTAKE TO BE LOYAL TO THE PRINCIPAL AND ALL STAFF OF SIST, TO OBEY ALL RULES AND REGULATIONS OF THE INSTITUTE AND TO PURSUE MY COURSE DILIGENTLY THROUGHOUT MY PERIOD OF STUDY AT SIST FOR MY BENEFIT					SIGNATURE
I certify that all the information given in this form is true and correct to the best of my ability and belief					

EMAIL ADDRESS.....

STUDENT SIGN.....CONTACT.....DATE.....

PARENT/GUARDIAN SIGN.....CONTACT.....DATE.....





MEDICAL FORM

The enclosed medical form must be completed and signed by a Government or any other recognized Medical officer of Health and submitted on admission.

Name of Student..... Course
County.....

1.	<i>Eyes and Vision</i>	
2.	<i>Nose and Throat</i>	
3.	<i>Hearing</i>	
4.	<i>Mouth and Teeth</i>	
5.	<i>Glands in the Neck</i>	
6.	<i>Chest, Heart, Lungs.</i> <i>Or any Tuberculosis history</i>	
7.	<i>Spinal Column</i>	
8.	<i>Urine, Stool</i>	
9.	<i>Spleen, Liver and Varicose</i> <i>Veins</i>	
10.	<i>Any other Weakness</i>	
11.	<i>General Observations</i>	

NAME AND RUBBER STAMP OF REGISTERED DOCTOR

ADDRESS.....TOWN.....

DATE..... SIGNATURE

OFFICIAL RUBBER STAMP.





MEDICATION

The institution offers First Aid treatment to students at the School Health Facility. In case of any referrals, the cost of treatment shall be passed over to the parent/guardian.

PARENT DECLARATION FORM

In case of any referrals I am prepared to pay the hospital charges for my son/daughter to be admitted to (**Tick Appropriately**) and ensure my **NHIF** card is updated and captures **my** son/daughter as a beneficiary

- I. Bungoma County Referral Hospital
- II. Elgon View Hospital
- III. Bungoma West Hospital
- IV. Life care Hospital
- V. Dawameds Hospital
- VI. St. Domiano Hospital

Any other (Specify).....

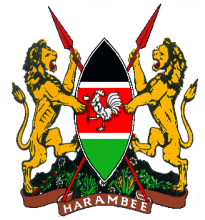
NB: it's mandatory for all the students to wear **FACE MASKS** while in the institute premises and in other public gatherings. Those without masks will not be allowed to access institute services

PARENT

Signature..... Date.....

Phone. No. Address.....





FEE STRUCTURE FOR ACADEMIC YEAR 2021/2022(FIRST YEARS)

NO	VOTEHEAD	TOTAL	GOVERNMENT CAPITATION	STUDENTS FEES	1 ST TERM	2 ND TERM
1.	TUITION	30,480	30,000	480	480	-
2.	ACTIVITY FEE	3,000	-	3,000	1,500	1,500
3.	MEDICAL	1,200	-	1,200	600	600
4.	R.M.I	1,955	-	1,955	980	975
5.	ELE.WATER & CONS	3,000	-	3,000	1,500	1,500
6.	P. EMOLUMENTS	11,000	-	11,000	5,500	5,500
7.	LOC. TRANSPORT	2,985	-	2,985	1,490	1,495
8.	DEV. FUND	2,000	-	2,000	1,500	500
9.	STUDENTS COUNCIL	300	-	300	300	-
10	INSURANCE	500	-	500	250	250
11	TOTAL	56,420	30,000	26,420	14,100	12,320

MODE OF PAYING

Fees shall be paid by **Bankers Cheque, Money Orders** or direct **deposit** to the Institute Account No. **1102026212 Kenya Commercial Bank - Bungoma Branch** or **Family Bank A/C NO. 077000015182 – Bungoma Branch.** You can also pay fees through M-pesa **Pay Bill** Option, LipaKaro M-pesa Pay Bill option, **Business Number (522123)/Account No. 50054K THEN STUDENT NAME AND ADMISSION NUMBER (NO SPACES BETWEEN THE DETAILS) E.G.50054KMARYNEKESA17004**

NOTE:

- i. The institute provides Room and Bed @ 3,000/= per term on **FIRST COME FIRST SERVED BASIS.**
- ii. Meals will be on **PAY AS YOU EAT** system.
- iii. New Students to pay Ksh. **1000/=** Caution money.
- iv. All new students shall pay Ksh. 500 as student ID fee
- v. All New Students shall pay **Ksh. 300/=** as Students' Council membership fee.
 - i. **Examination fee is not included in this fee structure**
- vi. Attachment:
 - Industrial attachment fee of Ksh. **2, 000/=** payable a term before attachment term.
 - Students proceeding for Industrial Attachment will be expected to have cleared all fees payable.


 PRINCIPAL/SECRETARY BOG
 SISTO.
 P. O. BOX 158, BUNGOMA, KENYA
 sang'alo.ac.ke

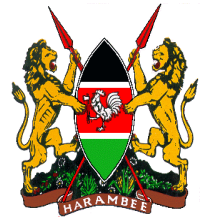




REQUIREMENTS PER DEPARTMENT

CLOTHING TECHNOLOGY			
A.	Pattern Drafting (ALL)	B.	Garment Making (ARTISAN,CRAFT MODII,DIPLOMA)
1	A pair of Shears (Scissors for cutting fabric)	1	A packet of tailor chalk enough assorted colours
2	Paper cutting scissors	2	Dress maker's pins
3	Tape measure (inches and cm)	3	A thimble
4	45 and 60 degrees Set Square (Large size)	4	Seam paper
5	French Curve (Plywood)	5	Assorted hand sewing needles
6	A set of French curves (plastic)	6	Bobbin and Bobbin case (metal-singer machine)
7	¼ Scale ruler		
8	30 cm ruler		
9	1 meter ruler (100cm) 'T' square		
10	HB pencils (staedler tradition)		
11	Dust coat,light blue		
12	Low-healed black shoes (leather)		
		C.	Fabric Coloration Requirement
	a. 3 large drawing books b. Plain papers 2 reams c. Enough ball pens d. Tracing wheel e. Embroidery ring(for Craft Module II) f. Dressmaker pins g. Geometric set (oxford) h. Scientific Calculator		CRAFT MODULE II a. A pair of gloves (industrial gloves) b. Embroidery ring TEXT BOOKS i. Fabric coloration (KLB) ii. Fashion Design (KLB)
Text Books (Compulsory)			
I. Metric pattern cutting for men's wear 4 th edition (dark green)			
II. Metric pattern cutting for Ladies wear 5 th edition (purple)			
III. Metric pattern cutting for children's wear 4 th edition (light green)			
All by Winfried Aldrich-Blackwell Science/Wiley Blackwell			
HAIR DRESSING AND BEAUTY THERAPY REQUIREMENTS			
1	White Overall	13	Apron 1 piece
2	Manicure cet	14	1 packet of crayons (for painting)
3	Pedicure cet	15	Enough assorted nail polishes
4	Make-up cet	16	Hair food (500grms)
5	Hair piece ½ dozen	17	Weave cap and new viva weaves
6	Cutical trimmers (3 pcs)	18	Hair Chemical (450 grams)
7	Crotchet needle	19	Deep Hair treatment (500gms)
8	2 rolls of weaving thread	20	Massage oil (100grams)
9	Weaving needle	21	1 pair of scissors
10	Surgical gloves	22	Three towels (salon size)
11	One pair of sleepers (students size)	23	Face towels (4 each)
12	Assorted combs	24	Hair spray (250 grams)
HOSPITALITY			
	A. Food and Beverage		
1	2 Black and White checked skirt/trouser	20	5 Fish Knife
2	Black trousers/skirts	21	10 Sweet spoon
3	White double breasts chefs jacket	22	10 Sweet fork
4	1 Apron (white)	23	Ballon Whisk
5	1 Dust coat (white)	24	Tie/neck tie
6	17.5 Fish fork	25	Digital weighing scale
7	2 long sleeved white shirt/blouse	26	Corkscrew
8	19.10 Soup spoon	27	Lighter
9	1 pair-low healed black shoes	28	A set of Knives





10	1 Black leather low/flat shoes	29	Pastry Brush
11	A pair of oven gloves	30	Measuring cups
12	2 sets table linen: 10 napkins,3slip cloths,3 table cloths	31	Measuring spoons
13	4 Tea towels, hand towels, Yellow duster, tray cloths, glass cloths	32	Manilla papers
14	Scarf (ladies), bowtie (gentlemen) and half coat (colour advised)	33	Foolscaps
15	White chefs hat	34	Name tag
16	10 join knife	35	Order pad
17	10 joint fork	36	Record cards
18	10 join spoon	37	Carbon papers
19	10 tea spoons		
Reference Books			
(i) Theory of Catering by Kinton and Ceserari (ii) The theory of Hospitality latest edition (iii) Food and Beverage service by Lillicrap and Cousins-Latest Edition (iv) Practical cookery by Kinton and Ceserari-Latest edition (v) Food and Beverage and Control by Kotas			
b. Catering			
1	1 Dust coat	5	Non-fluffy (cotton) small cloths -2 pieces
2	2 Short sleeved African Print Shirt/Blouse	6	A pair of plastic gloves
3	Yellow dusters	7	2 kg containers -2 pieces
4	Cleaning cloths (small towels) -4 pieces		
Reference Books			
i) Accommodation Practice (ii) Front office management (iii) Laundry work (iv) Hotel, Hospital and Hostel Housekeeping			
ELECTRICAL		AGRICULTURE	
1	Set squares 60 ⁰ , 45 ⁰	9.	Mathematical SMP table
2	Engineers drawing set	10.	Safety Helmet (Yellow)
3	Dust coat/overall (navy blue)	11.	T-Square
4	Industrial boots	12.	Claw hammer (small size)
5	Screw drivers (Star & Flat)	13.	Ball pain hammer
6	Pair of Pliers	14.	Stripper/Electric knife
7	Phase tester	15.	Digital Multi meter
8	FX-82MS electronic calculator	1	Engineering drawing set
		2	Scientific calculator
		3	Scale Rule/T-square
		4	Laboratory Coat (green colour)
		5	Gumboots
		6	Gloves
		7	Nose mask
		8	Jembe/hoes
AUTOMOTIVE		APPLIED SCIENCE	
1	Safety boots	1	A dust coat white
2	Dustcoat/overall (Navy blue/Grey)	2	Closed Shoes
3	Drawing instruments +T-square	3	Industrial Rubber Gloves (Black)
4	Pencils (steadler).....1) -HB 2) - 2H	4	Laboratory Report Book (for practical reports)
BUILDING AND CIVIL ENGINEERING			
1	Scientific calculator- ALL		
2	Drawing instruments- Tee Square, Set Square, Compass- ALL		
3	BS 8110-(Civil Engineering and Building Technology)- DIPLOMA		
4	pSMM Tables- DIPLOMA		
5	Engineering Mathematics by K.A. Stroud (5 th Edition)- DIPLOMA		
6	Strength of Materials by R. Whitlow- DIPLOMA		
7	Steadler eraser and pencils-HB, 2H, 4H, B, masking tape- ALL		
8	Trowel (pointing and Building), mould board, try square, plump bob, masons hammer, brick hammer, tape measure 3M - CBT STUDENTS		
9	Rip Saw, hammer, carpenters try square- CBT students		
10	Carpentry and joinery	11.	Plumbing
	i. Tape v. Scrapper		i. Tape measure
	ii. Try square vi. Hand drill		ii. Overall (Blue Colour)
	iii. Hand saw vii. Plane		iii. Safety Boots
	iv. Chisel		

