



PRESBYTERIAN TEACHERS' COLLEGE – RUBATE

P.O. BOX 177- 60400

CHUKA

TEL: 0720 312 021 / 0737 141 401

Email: ptcrubatecollege@gmail.com

TO:

C/o:.....

Dear Mr./Ms. _____,

RE: OFFER OF PROVISIONAL ADMISSION TO DEGREE/DIPLOMA/CERTIFICATE COURSE

I am pleased to inform you that you have been offered **admission** to the **Presbyterian Teachers' College Rubate** to pursue a _____ Programme. *This course is examined by Kenya National Examination Council.*

On successful completion, the course will lead to _____ or any other relevant course.

On behalf of the College, I wish to congratulate you on this achievement.

The offer is valid for the **January, May, September 2020 intakes.**

If you accept the offer, please sign on the space provided overleaf and return this letter together with a copy of your KCSE results slip to enable the College to process your **Admission Letter** for either the **January, May, September, 2020 intakes.**

In case you would like to pursue a different course from the one you have been offered, you will, upon reporting, be given an opportunity to select a course of your choice from the available programmes offered at the College provided that you qualify for the same.

The offer is made on the basis of your KCSE qualifications and is subject to the verification of your results by the College upon your acceptance.

Please find the fees structure for the various courses on offer at the back of this letter. For more information and details on other courses you may be eligible for at PTCR , refer to the attached **Brochure** or visit our **website: ptcrubate.ac.ke**

I look forward to welcoming you to the College

Yours Sincerely,

MUKUNDI S. M
PRINCIPAL

1. ACCEPTANCE OF OFFER

I, _____, do accept the offer for admission to the _____ course at Presbyterian College Rubate

I wish to commence my studies (*Tick Appropriately*):

January, 2020

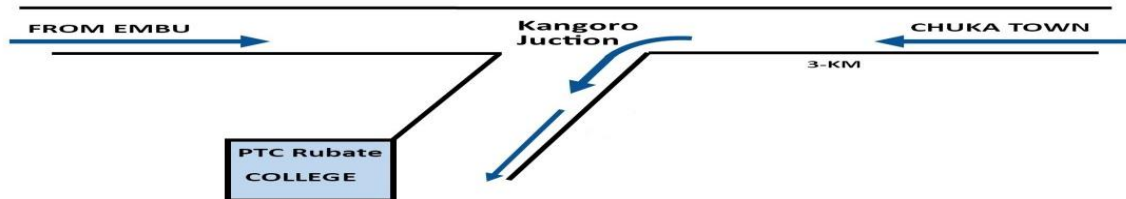
May, 2020

September, 2020

2. PERSONAL DETAILS

| | | | | | |
|-----------------------------|--|-------------------|---------------------|--------------------------|--|
| SURNAME: | | FIRST NAME: | | OTHER NAMES: | |
| POSTAL ADDRESS: | | POSTAL CODE: | | TOWN/CITY: | |
| GENDER: | | DATE OF BIRTH: | | ID/PASSPORT NO. (if any) | |
| APPLICANT'S TEL. NO: | | PARENT'S TEL. NO: | | FORMER HIGH SCHOOL: | |
| PROGRAMME OF STUDY: | | | | | |
| APPLICANT'S SIGNATURE:..... | | | EMAIL ADDRESS:..... | | |

3. DIRECTION TO PTC – RUBATE



- ❖ If driving, from Embu direction, turn right at Kangoro junction.
- ❖ Matatus to PTC-Rubate available at Chuka

4. REQUIREMENTS

The details of registration are attached. Read them very carefully. The following must be presented at the registration desk.

| | | | |
|---|--|---|--|
| 1 | Two (2) recent passport size photographs. | 4 | Original KCSE Certificate/ Result Slip |
| 2 | Photocopy of KCSE Certificate/ Result Slip | 5 | Photocopy of National Identity Card |
| 3 | Application Form | 6 | College Fees as indicated below. |

5. ACCOMMODATION/BOARDING.

Accommodation in college hostels is **Ksh 1,000 per semester** However the accommodation is limited and offered on first come first served basis and the admission is not pegged on bed capacity. The University will provide bed and mattress. The students will therefore be required to bring other personal effects. Cooking in halls of residence is not allowed.

ALL FEES IS PAYABLE TO :

ACCOUNT NAME: PRESBYTERIAN TEACHERS COLLEGE RUBATE
UNIVERSITY ACCOUNT.

BANK: EQUITY BANK OF KENYA

BRANCH: CHUKA

ACCOUNT NO: 0210261491736

OR

PRESBYTERIAN TEACHERS' COLLEGE - RUBATE

BANK: CO-OPERATIVE BANK

BRANCH - CHUKA

College Account No. 011 2905 763 9300

(a). This bank transaction is free and can be done in ANY **Co-operative Bank OR Equity Bank country wide.**

(b). Parents/Guardians may prepare a **BANKERS CHEQUES** or **MONEY ORDERS**, payable to the College.

Or LIPA NA M-PESA Paybill No. 400222 – Account No. 630#ADM No. – Name - Amount

(c). The college does not accept cash payment or personal cheques.

6. FEES STRUCTURE FOR THE VARIOUS COURSES AT THE COLLEGE

| Course | Exam Body | Entry Requirement | Fee(Ksh) Per Term / Session | Duration | Intake 2020 |
|--|--------------|---|-----------------------------|---|---|
| Bachelor in Education (Arts) | PUEA | K.C.S.E Mean grade C+ (Plus) or its equivalent, C+ (Plus) in two teaching subjects or Diploma in Education (arts) and C+ (PLUS) in two teaching subjects. | 31,500/= | 8 Sessions | April/Aug December |
| Bachelor in Education (ECDE) | PUEA | K.C.S.E Mean grade C+ (Plus) or Diploma in Education (ECDE) | 31,500/= | 8 Sessions | April/Aug December |
| Diploma in Teacher Education (Arts) | KNEC | C+ Diploma in Education (ARTS) - K.C.S.E Mean grade C+ (Plus), Eng C Plain), Maths D+ (Plus) and C+ (Plus) in two teaching subjects. | 29,500/= | 9 terms | September/ January |
| Diploma in Teacher Education (Science) | KNEC | Diploma in Education (Science) - K.C.S.E Mean grade C+ (Plus), Eng C Plain), Maths C (Plain) and C+ (Plus) in two teaching subjects. | 29,500/= | 9 terms | September/ January |
| Diploma in Special Needs Education (SNE) | KNEC | <i>i) Primary Teacher Education (P1) ii) KCSE mean grade D+ (Plus) or its equivalent with a KNEC certificate in ECDE or Ministry of Education DICECE Certificate.</i> | 14, 600/= | 6 sessions | April / August |
| Diploma in Primary Education Course | KNEC | K.C.S.E C(Plain) | 25,400/= | 2 academic years & 1 year Teaching Practice | September |
| Certificate in ECDE | KNEC | KCSE D+ and Above | 22,950/= | 4 Terms | January – February 2020 |
| Diploma in Electrical & Electronics (power) | KNEC | KCSE C– or Certificate (KNEC or NITA) | 28,000/= | 3 years | Jan / May / September |
| Diploma in Food & Beverage | KNEC | KCSE C– or Certificate (KNEC or NITA) | 28,000/= | 3 years | Jan / May / September |
| Diploma in Secretarial Studies | KNEC | KCSE C– or Certificate (KNEC or NITA) | 28,000/= | 3 years | Jan / May / September |
| Diploma in Library & Information Science | KNEC | KCSE C– or Certificate (KNEC) | 25,400/= | 2 years | Jan / May / September |
| Certificate in Electrical & Electronic Technology (Craft) | KNEC | KCSE D+ & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Electrical Installation & Electronic Trade Test (Artisan) | NITA | KCSE D– & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Food & Beverage (Craft) | KNEC | KCSE D+ & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Food & Beverage (Artisan) | KNEC / NITA | KCSE D– & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Secretarial Studies (Single & Group) | KNEC | KCSE D (Plain) & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Library & Information Science | KNEC | KCSE D (Plain) & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Social work Community Development | KNEC / NITA | KCSE D (Plain) & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Beauty Therapy | KNEC / NITA | KCSE D (Plain) & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Business Management | KNEC / NITA | KCSE D (Plain) & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate Computer Studies | KNEC / NITA | KCSE D (Plain) & Above | 25,400/= | 2 years | Jan / May / September |
| Certificate in Computer Application Packages | PTC – RUBATE | KCPE & Above | 3000/= | 2 Months (2 Hours per day) | Jan / May / September or (Thought the Year) |

7. SECRETARIAL REQUIREMENTS

1. 1 dozen of Short hand note books.
2. Sharpener & Ruler
3. 6 A4 Exercise books
4. Office Organization and Practice Simplified – By: N.A SALEEMI (Textbook)
5. Shorthand Dictionary
6. Pitman N+ew Era Shorthand Anniversary Edition (Text Book)
7. HB Staedtler Made in Germany (1 Dozen)
8. First Course Sixth Edition KeyBoarding and Document Processing (Text Book)

ELECTRICAL & ELECTRONICS REQUIREMENTS

1. One Navy Blue Dust Coat
2. One Navy Blue Overlow
3. One Priers (Big)
4. One Flat Screw Driver
5. One Tape Measure (3m)
6. One Tack or Ball pein hammer
7. One 20mm bending spring (heavy gauge)
8. One phase tester (big)
9. One T-Square Rule

FOOD & BEVERAGES REQUIREMENTS

1. The medical certificate form signed by a qualified officer working in a government hospital.
2. Black bow tie
3. A pair of low healed leather shoes
4. White Apron
5. 2 Waiter’s cloth and 2 dish cloth
6. 2 Chef’s cloth & White Head Scarf for ladies
7. Red Scarf for All
8. Black Skirt for Ladies & Black Trousers for Men

9. . STATIONERY/EQUIPMENT FOR ALL COURSES

| |
|--|
| 3 Spring Files |
| Golden Bell. |
| 2 Reams of printing papers |
| Golden Bell. |
| Bible - Revised Standard Version/good News |

9. BOARDING

The College will provide a bed, a mattress and a balanced diet. However, the student should bring the following: Two blankets, towel, 2 (two) bed sheets, bedcover, bucket, plate, a cup, mosquito net for single bed, spoon, personal effects. **(All students should be dressed decently)**. College uniform is worn on **Mondays and Fridays only**.

They should also bring along black leather shoes, blue rubber or canvas shoes for P.E. and a P.E kit of the following description:

| | |
|--|---|
| a) Men -Track suit – (Navy Blue Royal shinning/soft material) | b) Women -Track suit (Royal Navy blue shinning/soft material) |
| ■ T-shirt- Light blue | 1. T-shirt light blue |
| ■ Shorts- Navy blue | |

10. COLLEGE UNIFORM

| | |
|--------------------------------|--------------------------------|
| Men - Navy Blue Trouser | Women - Navy Blue skirt |
| ■ Navy Blue Blazer | ■ Navy Blue Blazer |
| ■ 2 white shirts with collar | ■ 2 white blouses |

11. DISCIPLINE

The PCEA started this Christian College with the aim of training capable, effective, morally upright and ethical professionals. At the end of the course it is expected that you shall be technologically savvy and impact on others with positive values gained. The Core values are Integrity, Honesty Professionalism, Team Spirit and Christian Witnessing.

Attached are the college guiding rules. Read them, understand them and append your sign as a testimony of having accepted to abide by them.

12. COLLEGE GUIDING RULES

1. All students are expected to be punctual to all College functions and activities as required.
2. Class attendance is compulsory for all students.
3. Halls of residence (rooms inclusive) for men are out of bounds for women and vice versa.
4. The kitchen is out of bounds except for officials of the dining hall.
5. Cleanliness must be maintained at all times.
6. Consumption of prohibited drugs may lead to exclusion.
7. Unauthorized visitors are not allowed in the halls of residence.
8. Roll calls are compulsory for all students who should sign their presence during official roll call.
9. Staff houses are out of bounds to all students.
10. Permission to leave college shall be granted when necessary.
11. The college does not provide special diet.
12. Use of Common sense.

SUSPENSION/DISCONTINUATION

The Board of Management or college authorities may suspend or discontinue students for violence, fighting, drinking alcohol, use of drugs, immorality, accepting incitement and disobedience.

DECLARATION BY THE STUDENT

I _____ ID.NO. _____ DECLARE THAT I WILL
ABIDE BY ALL COLLEGE RULES AS PROVIDED. STUDENTS SIGNATURE _____
DATE _____

FOR OFFICIAL USE ONLY

Admission Officer: _____ Sign _____

Date: _____

