



KABETE NATIONAL POLYTECHNIC

P.O. BOX 29010 - 00625 NAIROBI.CELL: +254 90000001, +254 90000033

Email: info@kabetepoly.ac.ke, principalkabete@gmail.com

LETTER OF OFFER OF ADMISSION MAY 2026

Phone No: Student Phone Number

REF No: Application Reference Number

Dear Student First Name

RE: Admission Offer For [[programme_name]]

Following your application for admission to Kabete National Polytechnic, we are pleased to inform you that you have been offered a place in the [[programme_group]] to pursue a [[programme_name]]. The course is scheduled to commence on **27th April 2026**.

On behalf of the Governing Council, I congratulate you and warmly welcome you to our esteemed institution, known for its commitment to academic excellence. Please note that this offer is **conditional upon verification** of the academic qualifications you submitted. Any discrepancies or falsified information will result in **automatic cancellation** of this offer.

Documents Required on Reporting Day

To confirm your admission, you must present the following:

1. Two (2) passport-size photographs
2. Two (2) copies of this admission letter
3. Original copies of:
 - ü KCPE result slip
 - ü KCSE result slip
 - ü Birth certificate

ü National ID card

ü School Leaving Certificate

4. A duly signed **Bond of Conduct (Form B)** and **Medical Certificate of Fitness (Form C)**, available on our website at <https://kabetepoly.ac.ke/>
5. Course requirement materials as indicated in the admission package

Conditions of Admission

1. Compliance with the Rules and Regulations governing traineeship at the Polytechnic.
2. Payment of all fees in accordance with the Polytechnic's fee payment guidelines.
3. Adherence to the terms outlined in the Declaration for Admission and the Bond of Conduct.

Please download the **Reporting Program** from our website to guide you through the reporting and orientation process.

Fee Payment

The total fee for the course is **Ksh. 22,396 per Semester**, payable on admission, plus a **mandatory fee of Ksh 5,400 (Totalling to Ksh. 27,796)**. All fees must be paid **in full** as per the Polytechnic's fee structure before the beginning of each Semester.

TUITION FEES PAYMENT DETAILS

TUITION FEES MUST be paid strictly to the following:

Account Name : Kabete National Polytechnic

Account No. : 01129038542700

Bank : Co-operative Bank

Branch : Westlands

OR

Paybill No : 4084401

Account No : Student Reference Number

Trainees are advised to apply for Government scholarships and HELB loans by logging into the official HEF portal at **www.hef.co.ke**. Please note that registration will only be permitted after full fee payment in line with the Government's new fee payment model. You are therefore required to download the Polytechnic's fee structure and make payments accordingly.

Catering and Accommodation

Accommodation is limited. Applicants are therefore advised to confirm hostel availability before paying the accommodation fee of **Ksh 8,000 per Semester**. Hostel allocation will be done during registration on the reporting day on a **first-come, first-served basis**, with priority given to trainees with disabilities.

Our cafeteria operates on a **cashless pay-as-you-eat** system using the Equity Bank smart card. Parents and guardians may top up the card via M-Pesa or direct bank deposit. We encourage trainees to use the cafeteria for safe, nutritious, and subsidized meals.

For more information, please visit
<https://kabetepoly.ac.ke/>

We look forward to welcoming you to Kabete National Polytechnic and wish you great success in your academic journey.

Yours sincerely,



Principal
KABETE NATIONAL POLYTECHNIC
P. O. Box. 29010 - 00625
NAIROBI

CHIEF PRINCIPAL
Kabete National Polytechnic

KNP is ISO 9001:2015 Certified