



MINISTRY OF EDUCATION, STATE DEPARTMENT OF VOCATIONAL AND  
TECHNICAL TRAINING

# MERCYLIFE TRAINING COLLEGE

P.O. BOX 2297, KIAMBU TOWN, OPPOSITE KIAMBU LAW COURTS  
TELEPHONE: 0708764052 EMAIL: MERCYLIFE202@GMAIL.COM

## LETTER OF ADMISSION JANUARY 2025 INTAKE

Official Use Only

SERIAL NO: \_\_\_\_\_

ADM No. \_\_\_\_\_

Course: **DCE**

Duration:  
From \_\_\_\_\_ To \_\_\_\_\_

Adm. Date: \_\_\_\_\_

Officer in Charge: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Finance Dept Stamp: \_\_\_\_\_

### Personal Details

Name: \_\_\_\_\_

Address: P.O BOX \_\_\_\_\_

Phone: \_\_\_\_\_

### 1. Admission

I am pleased to inform you that you have been offered admission in Mercylife Training College for a course as per your application.

### 2 Reporting and Registration

You are required to report and register from NOVEMBER 2024 as per the attached reporting schedule.

- Note:
- (i) Total Fees for Course: Ksh: 106,200 MUST be paid in full before registration.
  - (ii) All classes for registered students will commence on NOVEMBER 2024.
  - (iii) You will be required to submit this Admission Letter and original bank slip during registration

Note:

Total Tuition fee is Ksh.106,200

The above fee covers;

- I. Tuition
- II. Boarding fees
- III. National Examination fees
- IV. Professional Bodies fees

Total Fees for course: Ksh: 106,200 first half MUST be paid in full before registration.

Fee is Payable in Advance before Registration by either:

- (i) Bankers Cheque
- (ii) Cash Deposit to Institute's accounts: National Bank: KIAMBU BRANCH – A/C No. 7717613670
- (iii) LIPA NA MPESA – (Use student name or ID number or Admission number as the account number)
- (IV) Personal Cheque and Cash payments are NOT ACCEPTABLE.
- (V) Fees once paid is not refundable.

### REGISTRATION REQUIREMENTS

The following documents and items will be required during registration at the institute.

- 1. Two (2) Colored Current Passport Size Photographs.
- 2. Attach to this letter, copies of KCSE Result slips or Certificates, Leaving Certificate, Identity Card and Birth Certificate and carry the Originals for verification.
- 3. Attach to this letter a duly completed Medical Examination Certificate (Attached as Appendix) by a Registered Medical Practitioner.
- 4. Attach to this letter a duly completed and signed Student Registration form (Attached as Appendix) with the Declaration Certificate.
- 5. All Students are required to make and retain a copy of this Admission Letter after admission for future use.

