



Thika Road, Ruaraka. P.O. Box 56808 - 00200 Nairobi, Tel: 0792 793056 / 0715 532 187 / 0734 888022 Website: www.kca.ac.ke
Email: registrar@kca.ac.ke

LETTER OF ACCEPTANCE
(To be completed and submitted by the student accepting the offer)

Candidate's Name.....
(Surname) (Other Names)

Registration Number: ID Number:

Degree programme admitted to

SECTION A: ACCEPTANCE OF OFFER

I declare that **I DO ACCEPT** the offer and promise to abide by the Rules and Regulations governing the Conduct and Discipline of Students of KCA University. I hereby undertake to complete the programme for which I have been admitted unless I am discontinued by the University Senate.

I understand that changing the programme will be permitted only by the approval of the University.

Student's Signature: **Date of Signature:**

SECTION B: DECLINE OF OFFER
(To be completed by those **NOT ACCEPTING** the offer)

Candidates Name.....
(Surname) (Other Names)

Registration Number: ID Number:

Degree programme admitted to.....

I DO NOT ACCEPT the offer to join KCA University because of the following reasons:

.....
.....
.....

Student's Signature: **Date of Signature:**



AFFIX 2
RECENT
PASSPORT

PHOTOS

GOVERNMENT SPONSORED STUDENT ADMISSION FORM

Complete **all** sections in **block letters**

Name of Course:	
Index Number:	

Transferees (Only fill this part if transferring from another University)

Name of the University Initially Placed	
Course Admitted to at KCA University	
Year of High School Completion	

Applicant's Name(s)

Surname	First	Middle
Date / Month / Year		
Date of Birth: / /	Female Male	Religion:
Place of Birth:	Citizenship:	Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/>
National ID No / Passport No:	Residential District:	Home Location:
County of Origin (Home County):	County of Residence at the time of admission:	Any Form of Disability Yes <input type="checkbox"/> No <input type="checkbox"/>

Mailing Address/ Contacts

P.O. Box / Postal Code / Town	Mobile No(s).	Email Address
/ /	a)	
	b)	

Next of Kin or Guardian's Details (Contacts in case of emergency)

1. Name	2. Name
Relationship to applicant.....	Relationship to applicant.....
EmployerDesignation	EmployerDesignation
P.O. BoxPostal Code	P.O. BoxPostal Code
Town.....Telephone	Town.....Telephone
Email address	Email address

Contacts of other Family Member(s) (Contacts in case of emergency)

Name Relationship to applicant..... Telephone.....

P.O. Box Postal Code Town

Place of Residence..... Email address.....

Guarantee of Fee Payment (tick where appropriate)

Parent Guardian Self Sponsor Employer

Name..... Contacts (Tel/Mobile)

Preferred Intake Year: _____ January May September

Have you previously registered with KCA?

Yes No

If yes, give your KCA Reg. Number

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Education (please list last secondary school and colleges attended)

Name (School/College)	Period attended		Course / Education (Level attained e.g. certificate, diploma, degree)	Grade/Award
	From	To		
a) Secondary / High School				
b) College / University				

Relatives who have attended KCAU (if any)

Name Relationship Mobile No.

Name Relationship Mobile No.

How did you learn about KCA – Tick one

- College Guide Newspaper TV Radio KCAU Website Exhibition Parent
 Relative Friend School Teacher KCAU Student KCAU faculty Mailing
 College / High School Fair Facebook LinkedIn Google
 Other (specify)

Please indicate the sports and clubs you belonged to in high school in order of priority

Sports	Leadership (Tick where applicable)
1. 2. 3.	<input type="checkbox"/> President, Student Council <input type="checkbox"/> School Captain <input type="checkbox"/> Club / Society Officer <input type="checkbox"/> Class Monitor <input type="checkbox"/> Academic Captains <input type="checkbox"/> Game leader <input type="checkbox"/> Time Manager Others? (list here)
Clubs & Societies 1. 2. 3.	1. 2. 3.

- All forms **MUST** be **SIGNED** before returning them to the Admissions Office. **COPIES** of the following documents must be attached and **ORIGINALS** presented ;

- National ID / Birth Certificate
- O' level certificate / Result slip
- Academic transcripts
- Two colour passport-size photographs

- Admission fee (**Ksh 1000**) can be deposited in **one** of the following KCAU bank accounts:

Standard Chartered Bank, Ruaraka Branch Account number: 0102001171100 Bank code: 002 Swift code: SCBLKENX	Absa Bank, Westland's Branch Account number: 1352178 Bank code: 073 Swift code: BARCKENX
Payments can also be made using major credit and debit cards. NO CASH PAYMENTS WILL BE MADE AND ACCEPTED IN THE UNIVERSITY	

<p>FOR OFFICIAL USE</p> <p>Certified & Processed</p> <p>Officer:</p> <p>Sign:</p> <p>Date:</p>

ORIGINAL DEPOSIT SLIP must be attached to the admission form when submitting to the admission office

ATTESTATION

<p>I declare that I DO ACCEPT the offer and promise to abide by the Rules and Regulations governing the Conduct and Discipline of Students of KCA University. I hereby undertake to complete the programme for which I have been admitted unless the University Senate discontinue me.</p> <p>I understand that changing the Programme will be permitted only by the approval of the University.</p> <p>I hereby certify that the information given in this admission form is correct and complete to the best of my knowledge, and by give my permission to the Admissions Office to obtain any verification deemed necessary. I include with this form the official payment receipt /Bank deposit slip for the University fees and copies of other documents as stated in the admission letter.</p> <p>Signature:..... Date:.....</p>
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Student Disclosure of Disability

The University has a responsibility to provide all students with equal rights to participate in education and to be treated with dignity in a supportive learning environment. The University assists students with disabilities and/or significant health conditions to complete all University learning activities within the context that the interests of all parties affected are balanced and risks minimised. All of the University's programs and courses are available to people living with disability and/or significant health conditions, unless a reasonable accommodation cannot be made that maintains the academic, clinical and professional requirements of the Program/Course detailed in the Program Learning Outcomes (PLOs) or will cause unjustifiable hardship to the University.

KCA University asks students to disclose relevant information about circumstances that may impact on their capacity to undertake their studies and for the purpose of making reasonable adjustments. **Students have the option to complete this non- compulsory Disclosure Statement.**

Section A

Do you have a disability, health condition, or illness; or are you the primary care giver of a person with a disability, health condition, or illness, that is likely to impact upon your (his/her) capacity to fulfil the requirements of a learning activity in a University program?

Please tick the box which you feel relates to you

- You have a social/communication impairment such as Asperger's syndrome
- You are blind or have a serious visual impairment
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV or epilepsy
- You have a mental health condition, such as depression or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues
- You have two or more impairments and/or disabling medical conditions
- Autistic Spectrum Condition
- Other (disability, impairment or medical condition that is not listed above) _____
- You do not have a disability

If you have declared a disability:

Have you enclosed a letter from your General Practitioner (GP) or Specialist? Yes No If No,

when will you be able to send this to us? _____

Have you enclosed the report from the Educational Psychologist? Yes No

If No, when will you be able to send this to us? _____

Please enclose a copy of a current medical letter or a report from an educational psychologist and return this form to: Admissions Office, Block C Welcome Centre. If you wish to withdraw your consent at any point please contact us at registrar@kca.ac.ke or visit the Admissions Office for assistance.

Section B

I have read and understood the information on this form relating to disclosure of information about my disability and consent to my information, as described above, to be used and shared for the purpose of making reasonable adjustments to offer supportive learning environment. (If you do not consent to this, please speak to an Advisor and do not sign below).

Student Signature:

Date:



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PARENT/GUARDIAN CONSENT FORM
(To be completed by parents or guardian)

Name of Student:

University Registration Number:

Degree programme admitted to:

I give consent as a parent/guardian to allow..... pursue his /her course at KCA University, abiding by the Rules and Regulations of the University.

1. Name of Parent(s):

Signature:Telephone/mobile.....

Date:

2. Name of Guardian:

Signature:Telephone/mobile.....

Relationship:Date:

3. Contacts in case of Emergency

NameRelationship to applicant.....

Telephone/Mobile..... Email address.....

P.O. Box Postal CodeTown.....

NB: Form to be returned to the university upon completion.



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STUDENTS MEDICAL EXAMINATION

Students are requested to complete Part I of this Form. Part II should be completed by the Medical Officer examining the Student. The completed Form should be brought personally and presented to the Medical Officers on the day of Registration by the Student. **No medical reports should be brought earlier or sent by post.**

NB: Information provided will be treated with confidentiality and will not be used against the student

PART I

First Name	Middle Name	Surname /Last Name		
Faculty/ School:				
Telephone/Mobile:	Nationality:	Date of Birth:		
Gender:	Marital Status:	Date	Month	Year
Physically challenged: Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, specify:				
Next of Kin Details (Contacts in case of Emergency)				
Name				
Relationship to applicant..... Occupation.....				
P.O. Box Postal Code Town.....				
Telephone/Mobile..... Email address.....				
Do you have any medical condition that would require special attention or support?.....				
If yes, provide details including the doctor's contact and address (to be used in case of emergency)				
.....				



PART II

(To be completed by the Examining Medical Officer)

a)	Visual Acuity	Without Glasses	R.6/.....	L./6.....	
		With Glasses	R.6/	L./6.....	
		Any other critical observation.....			
b)	Hearing	Right Ear.....		Left Ear.....	
		Any other critical observation.....			
c)	Circulatory System	Pulse:	Blood Pressure	Systolic	Diastolic
d)	Respiratory System				
e)	Abdomen (Organomegally)				
f)	Urine.....	Albumin.....	Sugar.....	PDT.....	
g)	Any observable physical disabilities in addition to general record of observation				
h)	Is the student on any treatment?				
	If any, please specify.....				
Date:		Medical Officer:	Address:	Stamp:	

NB: Attach any supportive document of the above examination findings

PART III

(To be completed by the University Medical Officer)

Special Remarks:

Will the student need any special support during his or her studies?.....

Date:

.....

**University Medical Officer
FOR KCA UNIVERSITY**



RULES AND REGULATIONS

- 1.1 CLASS ATTENDANCE.** Students may not be more than 5 minutes late for class. Class attendance sheets must be signed for each lesson. Ensure your full correct name is in the attendance sheet.
- 1.2 TESTS & ASSIGNMENTS** should be done as time tabled. Any exemptions from sitting tests and examinations must be sought from the office of the Registrar well in advance.
- 1.3 FEE PAYMENT** rules must be strictly observed. Any student found in class not having paid fees will be **EXPELLED** unless he can show proof that he/she has such authority from the Finance Director. Students **MUST** register as current students every new semester/trimester, to access facilities and services in the university. Students found attending classes not paid for will be **SUSPENDED** from the university and will be required to **pay fees in full** for that whole section.
- 1.4 UNIVERSITY IDENTIFICATION CARD** should be carried at all times including copies of fees receipts. No student will be allowed into the University without student ID. Any student found **IN THE ACT OF EXCHANGING STUDENT ID CARDS** will be **PENALIZED** and **SUSPENDED** from the university. Lost student cards must be reported immediately and will only be replaced at a cost of **Kshs.1000**.
- 1.5 SMOKING & DRINKING** is banned at KCAU. Students found smoking in the compound will face the disciplinary committee and will be **SUSPENDED** from the University. Smoking of any form of drugs e.g. bhang will result in **EXPULSION**. Drunkenness is completely unacceptable. Any student reported to be drunk in the University will be suspended immediately.
- 1.6 FIGHTS, BRAWLS, FORGERY & THEFT** will not be tolerated. Such cases will be treated as criminal offences and will be referred to the police. Students involved in such offences will face the disciplinary committee, where they will be **EXPELLED** or **SUSPENDED** depending on offence committed.
- 1.7 MOBILE PHONES AND WALKMANS** must **not** be put on while in class at all. Walkmans may only be used in the fields out of class hours.
- 1.8 ARRESTS BY POLICE.** Students are governed by the overall laws of the land that govern other Kenyans and can be arrested by the police if they infringe these laws, whether on campus or outside. In the event of such arrest, the student should immediately inform the University. Students should note that the University will not interfere with the Police when they are carrying out their duties in accordance with the laws of the land.
- 1.9 MEETINGS, PROCESSIONS AND DEMONSTRATIONS** It is a serious offence for any student to organize or participate in any meetings, demonstrations or processions for which permission has not been granted by the University. Students should not undertake unauthorized ceremonies.

1.9.1 UNIVERSITY PROPERTY A student or a group of students will be held-responsible for any damage to University property as a result of misuse or willful destruction of such property by the student or that group of students.

1.9.2 LOSS OR DAMAGE OF STUDENTS' PROPERTY. The University will not be held responsible for losses or damage to students' property while at the University premises hence every student is expected to take care of his/her valuables.

1.9.3 FIRE FIGHTING APPLIANCES. It shall be a serious offence against University regulations to interfere with, damage or remove (other than for fire-fighting purposes) any firefighting appliances.

1.9.4 EMERGENCY In case of an illness, urgent crisis etc. students should report to the Nurse, Security officer or the Dean of Students. In the absence of these officers, such reports should be made to the Registrar and respective Deans of the faculties.

1.9.5 CORRESPONDENCE No students shall make any public statements on behalf of the students association or students' societies on matters affecting the University without specific authority from the relevant authority. Invitations of Government ministers, politicians, and representatives of foreign countries to visit the University in their official capacity shall be channeled through the University authorities.

2.1 UNIVERSITY FUNCTIONS AND EVENTS. All students are expected to adhere and respect University functions and events. The university has authority to define the structure and dates for such functions/events in line with the University's activity plan. Students should also note that the University will not re-schedule such events/ functions to suit particular needs of any individual student.

2.2 DRESS CODE This dress code applies to all the days of the week and also to all KCA functions at the CPA Centre and elsewhere. To ensure that high Professional and academic standards are maintained; all students must dress decently and observe the following dress code;

Ladies will NOT be allowed into the University when wearing:

Tight trousers	Long and multiple slit skirts
Tunk tops	Tight clingy skirts
See-through tops	Dress tops
Sleeveless tops	Shorts or pedal pushers/Three
Mini Skirts	quarter trousers
Dread Locks	Head gear including caps and
Colored braids except Black/brown	scarves

Gentlemen will NOT be allowed into the University when wearing:

Shorts	Plaited or chemically treated hair Caps or
Earrings	any other headgear Sandals
Dreadlocks	Long Unkempt hair
Sleeveless tops	
Sagging trousers	

If students come in any of these items, the Security officers at the gate will request them to go back home and change.

REGULATION FOR UNIVERSITY EXAMINATIONS

ACADEMIC MISCONDUCT	PENALTY
<p>Plagiarism is the act of taking another’s ideas and representing them as one’s own. This may involve the use, Unpublished work, of work done partly or wholly by another person, or of work obtained from an essay bank or a website. Plagiarism includes not just the actual copying of text <i>verbatim</i> (which may also be a breach of copyright) or close paraphrasing of text, but also the unacknowledged presentation of ideas garnered from other sources as if they were original to the author</p>	<ul style="list-style-type: none"> a) Cancellation of the candidate examination (project/ thesis) results in the unit concerned b) Repeat the examination (project/ thesis) in which the offence was committed during the following trimester with full fee payment c) A written warning
<p>Falsification is the fabrication or alteration of data – for example, by changing data in order to confirm a hypothesis not supported by the actual data, or the invention or fabrication of the results of an experiment, which are then reported as genuine measurements.</p>	<ul style="list-style-type: none"> a) Cancellation of their examination results in the unit b) Suspension from the university for one trimester c) Repeat the examination (Project/ thesis) in which the offence was committed during the following trimester. with full fee payment
<p>False citation is the citing of a source for information, when the source does not contain that information.</p>	<ul style="list-style-type: none"> a) Cancellation of the candidate Examination (project/ thesis) results in the unit concerned. b) Repeat the examination (project/ thesis) in which the offence was committed during the following trimester. with full fee payment c) A written warning
<p>Multiple submission is the act of submitting for assessment a piece of coursework already (or simultaneously) submitted in another course, whether for academic credit or formative assessment; this includes what is sometimes known as auto plagiarism.</p>	<ul style="list-style-type: none"> a) Cancellation of their examination results in the units concern b) A written warning

<p>Aiding and abetting any form of involvement in another person's academic misconduct is in itself considered to be academic misconduct. This may involve, for example, collusion with another person during an examination; assisting any student in academic misconduct relating to an examination or class test; writing an essay for a student; providing one's own work that could be submitted for grading (either an entire piece of work or a part). Giving material to another student that could be submitted for assessment will count as aiding and abetting, as will the offer to provide material whether or not it is accepted by another Student (for example, advertising an essay-writing service).</p>	<p>a) Cancellation of their examination results in the unit</p> <p>b) Suspension from the university for one academic year (three trimesters)</p> <p>c) Repeat of the unit upon resumption with full payment</p> <p><i>(Students proven to have aided or abetted any form of academic misconduct are to the same procedures and penalties as the student who would benefit from the offence.)</i></p>
<p>The theft and presentation of another student's work</p>	<p>a) Cancellation of their examination results in the unit</p> <p>b) Suspension from the university for one academic year (three trimesters)</p> <p>c) Repeat of the unit upon</p>

ACADEMIC MISCONDUCT IN EXAMINATIONS OR CLASS TESTS

	ACADEMIC MISCONDUCT	PENALTY
1	Taking information (including notes in any format, books, electronically stored data or illegitimately annotated copies of dictionaries, set texts, annotations made on or concealed on parts of a student's body, etc) into the examination.	<p>a) Cancellation of their examination results in the unit</p> <p>b) Withhold registration for the unit in the subsequent trimester</p> <p>c) Repeat the unit, with full payment</p>
2	Copying from unauthorized material carried by the candidate himself/herself or any other person(s) to the examination venue	<p>a) Cancellation of his examination result in the unit</p> <p>b) Suspension from the university for one trimester</p> <p>c) Repeat of the unit upon resumption with full payment</p>

3	Circulation of unauthorized written material to other candidates during an examination.	<ul style="list-style-type: none"> a) Cancellation of their examination results in the unit b) Suspension from university for one academic year (three trimesters) c) Repeat of the unit upon resumption, with full payment
4	Taking communications equipment into the examination	A written warning
5	Communicating orally with other candidates during the examination.	<ul style="list-style-type: none"> a) Cancellation of their examination results in the unit b) Withhold registration for the unit in the subsequent trimester c) Repeat the unit, with full payment
6	Copying from other candidates examination work in the examination.	<ul style="list-style-type: none"> a) Cancellation of their examination results in the unit b) Suspension from the university for one trimester c) Repeat of the unit upon resumption, with full payment
7	Use of prohibited equipment, software or materials during the examination.	<ul style="list-style-type: none"> a) Cancellation of his examination result in the unit b) Suspension from the university for one trimester c) Repeat of the unit upon resumption, with full payment
8	Impersonation or attempted impersonation of a candidate	Expulsion from the University for the candidates involved in the conspiracy
9	Unauthorized and undeclared acquisition of examination questions prior to an examination, whether or not that examination is to be sat by the student concerned.	Discontinuation of Studies – expulsion from the university with no certificate ,diploma or degree awarded
10	Possession of used or unused examination answer book(s) in the examination venue during examination other than the material issued by the invigilator	<ul style="list-style-type: none"> a) Cancellation of their examination results in the unit b) Suspension from the university for one academic year (three semesters) c) Repeat of the unit upon resumption, with full payment

11	Returning of examination answer books with written answers after the time allowed and specified by invigilator.	Cancellation of the candidate's examination results of the unit concerned. Resit the unit and be marked as a supplementary paper
12	Willful disruption of University examinations.	<ul style="list-style-type: none"> a) Cancellation of their examination results in the unit b) Suspension from the university for one academic year (three trimesters) c) Repeat of the unit upon resumption, with full payment
13	Presenting oneself for an examination in a unit he/her has not duly registered	Cancellation of the candidate's results in that unit(s). A written warning.
14	Commission of examination offenses more than once.	Discontinuation of Studies – expulsion from the university with no certificate, diploma or degree awarded.
15	Any unauthorized absence of a candidate from the examination room during the period of an examination.	Cancellation of the candidate's examination results of the unit concerned. Resit the unit and be marked as a supplementary paper.

NB: Students should be familiar with all rules relating to computer labs, Examinations and library in the respective departments. Remember ignorance is no defense hence each student should make an initiative to get in touch with all necessary information while at the University from the respective Deans and the University Registrar.

I have read and understood the University rules and accepted the regulations for the good order and governance of the university.

Student Name: Signature:

Date:

Parent/Guardian's Name:Signature:

Parent/Guardian's Contact:Date: