



# Path Institute of Technology and Entrepreneurship Limited

Kitengela – Betty Business Centre, 2<sup>nd</sup> Floor above Family Bank

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## **PATH INSTITUTE OF TECHNOLOGY AND ENTREPRENEURSHIP INSTITUTE RULES AND REGULATIONS**

### **Dear Student;**

We would like to convey to you the Institute's warm welcome and wish you success in your studies in this institution. We must emphasize that hard work shall be of key importance as enshrined in our college motto: "Quality at its best"

### **Rules and regulations:**

Students must observe all the rules and regulations listed below as well as any others that may be formulated from time to time.

### **Fees:**

- Payment of Tuition fees should be done on or before the beginning of each semester/term.
- All payments should be made through National Bank/Family Bank and deposit slips forwarded to the front office for official receipting.
- No refunds of fee once paid nor transfer to other institutions.
- The College will communicate any fee changes in writing one semester before effective date.
- The school reserves the right of admission.

### **Conduct:**

- Be honest, courteous and well-behaved at all times.
- Follow all instructions given by the teaching staff. Students should consult their Class representative, student leaders or Principal, if they have problem or are in doubt.
- Take pride in and participate in assignments, group discussions and all examinations.
- Students must ensure that all classrooms, workplace and surroundings are kept clean and free of litter.
- Observe all safety rules and live harmoniously with all members of Path Institute.
- All mobile phones must be switched to the silent mode during lectures
- Students are required to notify the College of any change in their addresses or personal particulars.

### **Attendance:**

- Attendance to lectures, exams (CATs, mid term and end term) and official College functions is compulsory. Observe punctuality at all times.
- Maintain a minimum attendance of 95% for all lessons to ensure syllabus coverage and examination preparedness.
- Absence from lessons or official College functions must be accompanied by a written note or prior leave approved by the Principal.
- Attendance to Friday Assembly and fellowship is important.

### **Personal Appearance:**

- Smoking, taking alcohol or any drugs abuse is strictly prohibited within the College.
- Students must be neatly and decently dressed while in the College.
- Caps and bathroom sleepers should not to be worn in class.

**College Property:**

- Students are to refrain from moving any property belonging to the College unless authorized.
- Students must exercise care when using College property. Any loss or damage to property belonging to the College must be reported to the teaching staff or Principal. Students who lose or damage College property will be asked to make compensation.
- Students are to return to the front office any article found misplaced in the College premises.
- Students should not waste water and electricity. All air-conditioners, taps, computers and lights should be switched off when not in use.
- Students should always keep the washrooms clean. Smoking in washrooms is strictly prohibited.
- Students must take care of library books/materials and observe all library rules.
- Students must observe all computer rules.

**Signature:.....Student name:.....**

**Date: .....**