



Chebwai SDA Secondary School
P.O Box 51-50205, Webuye
0728297860/ 0745736596
E-mail: chebwaiac@yahoo.com



Dear Student: _____ Adm No: _____

KCPE Index Number: _____ Date of Admission: _____

RE: ADMISSION TO CHEBWAI SDA SECONDARY SCHOOL

I am pleased to inform you that you have been offered a chance in form _____ at **Chebwai SDA Secondary School**. You are humbly requested to **report** to school **for admission** on _____
_____. Kindly pay **all school fees** for first term **in full** on arrival in the **school bank account** as on the fee structure.

The school is run by the **Seventh-day Adventist Church** in the **Western Kenya Conference**. The school prepares students for a **useful and joy-filled life** that nurtures **friendship with God, whole person development-physically, mentally, socially and spiritually based on Bible principles, values and selfless service in this world and the hereafter**.

Thank you and welcome to Chebwai SDA Secondary School. We wish you a nice stay in the school.

Mr. Adegu Moses Kisa
Principal/Secretary BOM

Fee Structure 2023

Boarding Students fee

Vote Head	Term 1	Term 2	Total
P/Emoluments	11,200.00	5,600.00	16,800.00
Tuition	10,066.67	5,033.33	15,100.00
Boarding/Meals	9,800.00	4,900.00	14,700.00
Development	4,666.67	2,333.33	7,000.00
Medical	666.67	333.33	1,000.00
Co-Curriculum	533.33	266.67	800.00
General Exams	1,333.33	666.67	2,000.00
Chaplaincy	400.00	200.00	600.00
E& W	200.00	100.00	300.00
R&M	333.33	166.67	500.00
Total	39,200.00	19,600.00	58,800.00

Day-Scholars fee

Vote head	Term 1	Term 2	Total
P/Emoluments	3,800.00	1,900.00	5,700.00
Tuition	4,200.00	2,100.00	6,300.00
Boarding/Meals	3,560.00	1,780.00	5,340.00
Development	5,334.00	2,667.00	8,000.00
Medical	334.00	167.00	500.00
Co-Curriculum	534.00	267.00	800.00
General Exams	1,334.00	667.00	2,000.00
Chaplaincy	134.00	67.00	200.00
E& W	67.00	34.00	100.00
R&M	334.00	160.00	500.00
Total	19,631.00	9,809.00	29,440.00

Kindly deposit all school fee in: Equity Bank Kakamega Branch.

Account name: **Chebwai Adventist College**

Account number: **0500295817462**

Or Lipa na Mpesa

Go To Paybill

Enter Business Number: **247247**

Enter Account Number: **670125**

Enter Amount

Enter Your MPesa PIN

Note:

- 1) Chebwai SDA Secondary is part of **Chebwai Adventist College** and a common Bank Account name is used
- 2) Please pay all your fees to the **bank Account** provided and forward an **M-pesa SMS** to the School Accounts Office number **0729632985**. **Do not pay cash whatsoever.**
- 3) A subsidy of **ksh.5, 000 per student** and **50% fee sponsorship for KCPE worthy candidates with 350 marks and above** is paid by **Western Kenya Conference** of Seventh - day Adventist church.

Others Requirements

- 1) Admission fee 1500/=.
- 2) Church hymnal 500/= (To be obtained from the school).
- 3) Remedial fee F1 & F2 1 000/= per term.
F3 & F4 2,000/= per term.
- 4) Computer 3 000/= (Per year for all F1 & F2 and in F3 & F4 those taking it).
- 5) Home science 3 000/= (For those taking Home science).
- 6) Music 2 000/= (For those taking Music).
- 7) French 2 000/= (For those taking French).
- 8) i) Three ream of **photocopying(Paperline)** papers for form 1&2
ii) Three ream of **photocopying(Paperline)** papers for form 3 & 4
iii) One ream foolscap per term.

Note:

The above additional charge is paid in school account with school fees on the Admission date.

School Uniform will be obtained at school

No	Girls	Boys
i.	2 Ash grey skirts	2 Ash grey long trousers
ii.	1 Forest green skirt (to be worn on wed and on sabbath)	1 Forest green long trousers(to be worn on wed and on sabbath)
iii.	2 white (1long and 1short sleeved) blouses with school logo	2 white(1long and 1short sleeved) shirt with school logo
iv.	Green V-shaped sweater with school logo	Green V-shaped sweater with school logo
v.	1 Green- white striped tie	1 Green- white striped tie
vi.	3 pairs of white with green strips socks	4 Pairs of grey and white-green stripes socks
vii.	Green track suit with white stripes at the sides with school logo	Green track suit with white stripes at the sides with school logo
viii.	Black low-heeled laced shoes (toughees)	Black laced shoes (preferoughees)
ix.	White rubber shoes for sports	White sport shoes
x.	A green Plain Jumper with Chebwai SDA Secondary School logo.	

Admission Requirements

- 1) 16 'A4 size' 200 Pages exercise books and 1 'A4 size' 120 page graph book for form ones.
- 2) 14 spring files for form 1 & 2 and 9 for f3 & f4.
- 3) A photocopy of Stamped and Certified **KCPE results slip**
- 4) A Photocopy of **birth certificate**.
- 5) A photocopy of **School leaving certificate** from the previous school or a transfer letter.
- 6) A photocopy of Parent's/Guardian's **ID**.
- 7) 2 passport size colour photographs with blue background.
- 8) Nemis Code.

Tuition Requirements

- 1) Kamusi ya Kiswahili Sanifu
- 2) Oxford Clear Geometrical set
- 3) Oxford Advanced Learners Dictionary.
- 4) Revised Standard Version Bible (School Edition)
- 5) A Slasher (Form 2 and Form 3 only).

- 6) A Jembe (Form 1 only)
- 7) KNEC 4-figure Mathematical table 7th Edition
- 8) Scientific non – programmable calculator (**fx-82MS model**).
- 9) Form **one** Compulsory FASIHI BOOKS
 - a) Tamthilia : **Kifo Kisimani** by Dr. Kithaka Wamberi By Access publishers
 - b) Hadithi fupi: Mapambazuko **na machweo na Hadithi nyingine** by Mountain top Publishers.
 - c) Riwaya : Siku Njema By Ken Walibora Queenex publishers.
- 10) Form **One** Compulsory ENGLISH LITERATURE set books
 - a) Compulsory Novel : **Fathers of Nations** by Paul B Vitta. Oxford University Press.
 - b) Compulsory Play : **The Samaritan** by John Lara. Kenya Literature Bureau publishers
 - c) Novel : **Artist of floating World** by Kazuo Ishiguro
Book mark Africa publishers.
- 11) Literature books (**for F3 and F4**).
 - i) Blossoms of the Savannah by H.O kulet
 - ii) A Doll’s House by Henric Ibsen
 - iii) Memories we Lost and Other Stories by Chris Wanjala
 - iv) The Pearl by John Steinbeck
 - v) Inheritance by David Mulwa
- 12) Fasihi books:(**for F3 and F4**)
 - i) Nguu Za Jadi by Clare Momanyi
 - ii) Bembea by Timothy Arege
 - iii) Mapambazuko ya Machweo na hadithi Nyingine by D.W Lutomia
 - iv) Fani ya Fasihi simulizi by Asumuta Matee

Boarding Requirements

- 1) A pair of bed sheets (light blue for boys & pink for girls).
- 2) Two blankets.
- 3) 1 Pillow, 1 pillow case (light blue for boys & pink for girls)
- 4) 1 Bed cover (light blue for boys & pink for girls).
- 5) 1 Towel.
- 6) 1 basin and 1 bucket covered with a lid.
- 7) At least four pairs of inner wears for boys.
- 8) At least 3 *petticoats* – for girls (**white and black**).
- 9) At least **two** brassieres (boob top) *for girls*. (**Black and white**).
- 10) 2 Nightdresses (long and warm) *for girls*.
- 11) Sanitary towels for girls (to last the whole term)
- 12) **3** Inch blue high density mattress.
- 13) A Pair of slippers (croaks, dolly shoes, open shoes are not allowed).
- 14) Melamine plate, cup and a stainless steel spoon
- 15) A comb, mirror, toothbrush and tooth paste.
- 16) Black Shoe polish and shoe brush.
- 17) Enough tissue paper rolls for the term.
- 18) A white treated mosquito net.
- 19) Enough pegs, washing soap, bathing soap and petroleum jelly.
- 20) A Rechargeable torch
- 21) Simple **BLACK** belt for boys (belts of any other color shall be confiscated for good).
- 22) A lockable metallic box

School Diet

Please note that the school offers a **lacto-vegetarian diet** to students. There is **no special diet** offered. However, any challenges concerning diet and your health in general should be reported to the Deputy Principal's Office immediately accompanied by a letter from a government doctor confirming the same.

School rules and regulations on admission and re-admission

A student admitted to Chebwai SDA Secondary school will be expected to observe the following **school rules and regulations**:

- 1) All students **must be punctual** to school programs which include: *Regular class attendance, Morning and evening preps, Church services, Work programme, Games and clubs, Assemblies and any other school function.* All school programs are **compulsory**
- 2) Work **hard in academics** and **maintain the school environment** and **property clean** at all times.
- 3) Changing from one activity to another shall be done by **MBR rule (Movement by Running)**
- 4) **Anti-social behavior such as** use of *profane language, fighting, smoking, drinking alcohol and spirits, gambling, use of illegal drugs, possession of condoms, stealing, cheating, possession of obscene literature materials, bullying other students in any way, undue intimacy between boys and girls, vandalism of school property* **are highly prohibited and punishable.**
- 5) Students are not allowed to be in possession of radios, mobile phones, Sim cards, Flash disks, television sets, smart watches and other musical systems while at school.
Note: Only simple watches are allowed in school.
- 6) All students are expected to show **respect** to those in authority; teachers, workers, visitors, prefects and fellow students from all sections.
- 7) School uniforms shall be worn **at all times** by students and the uniform be neatly tacked in and not be sagged. **Skirts should be below the knees, tight skirts and tubed trousers are not allowed.**
Note: Civilian clothes are not allowed, if found, they will be confiscated and disposed of.
- 8) Student's hair must always be kept short throughout the term.
- 9) Day scholars report to school by 6:00 a.m and leave at 5:00 pm. Any day –scholar leaving the school before 5:00 pm should obtain a leave out sheet from the Teacher on Duty (ToD).
- 10) Use common sense at all times and be disciplined during your stay in school.

Note: Violation of the school **Rules and Regulations** is punishable as per the decision of the school Administration as outlined in the student handbook.

Students Commitment

I _____ have read the above rules and regulations and promise to comply. I also promise to work hard in my studies.

Student's name _____ Sign _____

Parent's Name _____ Sign _____

Deputy Principal _____ Sign _____

Principal _____ Sign _____

Official School Stamp & Date

Student's Personal Details (fill in Capital letters)

Full NameDate
Address
Admitted to form Date of birth..... Place of birth
Gender M F (Tick One) Citizenship

Family Information

Name of Father/Guardian
Occupation Tel Home village
Address
Name of mother / Guardian
Occupation TelAddress
Name of emergency contact other than parent/guardian
RelationshipAddressTel

Health Information

Please describe *any physical or health conditions* of the student that the school should be aware of.....
.....

Former School Information Details

Primary school or school last attended
Year leftSchool address Tel
Name of Principal/Headmaster
Type of school: Public Private Day Boarding No. of years attended

Discipline

Please describe any learning or disciplinary problems that the school should be aware of in order to work more effectively with the student:

Financial Information

Who pays **fee**? Both parents Mother Father Other
Details of one meeting your financial needs:
NameAddress.....Relationship.....Tel
Signature of Parent/GuardianDate

Kindly fill in this information about how you got to know Chebwai SDA Secondary School.

How did you come to know about this school? If through a person, give name and contact

a) Namecontact :

b) Advertisement Posters Media (tick appropriate)