

# YASHICA TRAINING COLLEGE

## STUDENT HANDBOOK & POLICIES

2025-26 Academic Year

### WELCOME TO YOUR JOURNEY

Welcome to Yashica Training College! This handbook contains essential information about our policies, procedures, and expectations to ensure a positive and productive learning environment for all students.

#### 🎯 Our Mission & Values

##### Our Mission

To provide affordable, high-quality vocational education that transforms lives through practical skills development and prepares students for successful careers and entrepreneurship opportunities.

##### Core Values

- ✓ **Excellence** in education and training delivery
- ✓ **Inclusivity** and equal opportunities for all students
- ✓ **Integrity** in all our interactions and operations
- ✓ **Innovation** through modern teaching methods and technology
- ✓ **Community Support** and social responsibility

#### 📅 Academic Calendar 2025-26

Term	Dates	Key Events
Term 1	January 13 - April 4, 2025	Orientation: Jan 13-17 Mid-term: Feb 17-21 Break: Apr 7-11
Term 2	April 14 - July 4, 2025	Skills Test: May 19-23 Break: Jul 7-18
Term 3	July 21 - October 10, 2025	Final Projects Sep 14-18 Graduation: Oct 13

#### ⌚ Class Schedules

Shift	Time	Ideal For
Morning	8:00 AM - 12:00 PM	Early risers with afternoon commitments
Afternoon	1:00 PM - 5:00 PM	Students who prefer midday learning
Evening	6:00 PM - 10:00 PM	Working professionals with daytime jobs

#### 📊 Attendance Policy

##### Regular Attendance is Crucial for Academic Success

We maintain high standards of attendance to ensure all students receive the full benefit of their chosen programs and develop professional habits.

##### Attendance Requirements

Requirement	Standard	Details
Minimum Attendance	80% of classes	Required for program completion
Weekly Attendance	4 out of 5 classes	Mandatory requirement
Practical Sessions	Mandatory	Cannot be made up easily
Late Arrivals	15+ minutes	Counts as 0.5 absence

##### Excused Absences

Type	Documentation Required	Advance Notice
Medical Emergency	Doctor's note	Not required
Family Emergency	May be requested	When possible
Religious Observance	None required	Required
Court Appearance	Legal documents	Required

##### .Reporting Procedures

###### How to report absences:

1. Contact college at **0705 252 790** before 9:00 AM
2. Provide reason for absence and expected return date
3. Submit supporting documentation within 3 days of return

#### 👤 Student Conduct Expectations

##### Creating a Respectful Learning Environment

Professional behavior is essential for your success and the success of your peers.

##### Professional Behavior Standards

Area	Expectation	Examples
Respect	All interactions	Students, staff, visitors
Language	Appropriate use	No offensive language
Dress Code	Field appropriate	Clean, professional attire
Personal Hygiene	Maintained	Daily grooming standards
Punctuality	All commitments	Classes, appointments

#### 💻 Technology & Equipment Policies

##### Responsible Use of College Resources

Our equipment and technology are valuable resources that must be used responsibly and safely.

##### Equipment Usage Guidelines

Usage Type	Purpose	Restrictions
Computer Access	Educational purposes only	No personal use
Internet Usage	Learning resources	Appropriate content only
Online Behavior	Professional conduct	Respectful communication
Login Security	Protected credentials	No sharing passwords
Technical Issues	Report promptly	To instructors immediately

##### 💡 Digital Literacy Guidelines

Learning Objectives for Modern Technology:
• Learn ethical and effective use of AI tools
• Understand limitations and capabilities of AI applications
• Apply technology solutions to enhance your chosen trade
• Stay updated with industry-relevant technological advances

#### 🛡 Safety & Health Policies

##### ⚠ Ensuring a Safe Learning Environment

Your safety and the safety of others is our top priority. All safety policies must be followed without exception.

##### General Safety Requirements

Safety Item	Requirement	Location
Safety Procedures	Follow all procedures	Posted in each room
Protective Gear	Wear when required	Available at stations
Accident Reporting	Immediate notification	To instructor/office
Emergency Exits	Keep clear always	Marked throughout facility
Safety Equipment	Know locations	Fire extinguishers, first aid kits

##### Health Requirements

Student Health Responsibilities:
• Do not attend classes when experiencing contagious illness
• Inform instructors of medical conditions affecting learning
• Keep emergency contact information updated

#### 💰 Financial Policies & Assessment

Clear and Fair Financial Arrangements
Understanding our payment policies ensures a smooth educational experience.

##### Payment Schedule

Payment Type	Due Date	Late Fee
Registration Fee	At enrollment	Non-refundable
Monthly Payment	5th of each month	KSh. 500 after 10 days
Final Payment	Before graduation	No late fees
Scholarship Fee	Monthly: KSh. 2,999	Must maintain 80% attendance

##### Refund Policy

Withdrawal Time	Refund Percentage	Conditions
Within 1 Week	90%	Non-refundable
Within 1 Month	70%	Only tuition fees
After 1 Month	0%	No refunds
Medical Withdrawal	Case by case	Documentation required

#### 📅 Assessment & Certification

Evaluation Methods
Practical Demonstrations
Written Examinations
Final Project
Peer/Self Assessment

##### Certification Requirements

To receive your professional certification, you must meet ALL of the following requirements:
• Minimum 80% attendance throughout the program
• Passing grade of 70% or higher on all assessments
• Completion of all required practical hours

#### 📞 Student Support Services

Service Type	Availability	Contact Method
Academic Tutoring	Upon request	Speak to your instructor
Study Groups	Organized regularly	Check notice board
Career Counseling	Weekly sessions	Book appointment
Business Guidance	Available	Schedule meeting

#### YASHICA TRAINING COLLEGE

Empowering Skills, Building Futures

Location: Public Petrol Station, Gilgilmba Kikuyu, 2nd Floor

Office Hours: Monday-Friday: 07:00-10:00 AM

This handbook is subject to updates. Students will be notified of any policy changes.