



THIKA TECHNICAL TRAINING INSTITUTE

P.O BOX 91 THIKA, Tel: 020-2044965

Email: thikatechnical@gmail.com

Website: www.thikatechnical.ac.ke



TTTI/B/REP/VOL.1

CARD REPLACEMENT REQUEST FORM

This form is only for students who need a replacement of the student card. Incoming, first-year students are not charged a fee for their original student card. The fee for replacing a lost card is **KES 500**, payable to the finance department.

PART ONE: (Student Information)

Last Name

First Name

Other Name

Course:

Department:

Admission Number:

Level of Study

Artisan

Certificate

Diploma

Reason for Replacement

ID Lost

ID Stolen

ID Damaged

Expected Year of Completion

NOTE: This form is valid for **ONLY** two weeks from the date of Renewal Notice



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PART TWO: (Attachments)

Kindly attach a Copy of the following documents and check on the checkboxes provided.

- Letter Addressed to your HOD With reasons for ID Replacement
- Payment Receipt from Finance office
- Abstract | OB If card is stolen

I confirm that the above attachments have been attached and the information provided is true.

Signature: _____ Date: _____

PART THREE: (Approvals)

Approval by HOD:

Name _____ Signature _____ Date/Stamp _____

Approval by Security Officer:

Name _____ Signature _____ Date/Stamp _____

Approval by Deans of Students:

Name _____ Signature _____ Date/Stamp _____

Approval by Finance:

Name _____ Signature _____ Date/Stamp _____

Approval by Chief Principal:

Name _____ Signature _____ Date/Stamp _____