



BUTERE TECHNICAL AND VOCATIONAL COLLEGE

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Email: info@buteretvc.ac.ke, website: www.buteretvc.ac.ke

STUDENTS' REPORTING FORM

(To Be Filled By All Students).

Name.....ADM.....Date.....

Course.....Intake.....

Phone.....P.O Box.....Email.....

STAY STATUS: Border Commuter

HOD	Confirm whether this student belongs to your department		
REGISTRY	Admit/Report the Student and comment		
DEAN	Confirm Student's HELB application and comment		
FINANCE	Receipt the Student and update fees balance		
BOARDING	Confirm the Student's residence and comment		
REGISTRY	File Documents		

This form after completion MUST be returned to the REGISTRY OFFICE