



**Director**

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## **RULES AND REGULATIONS**

### **1.1 General Provisions**

- i. Zion College of Fashion & Textile Design is managed and run through GOD's principles and processes. Thus, all employees and students must adhere to Christian Religion doctrines and principles.
- ii. Zion College is **an alcohol and tobacco free facility**. Thus, **no drinking alcohol and smoking is allowed** within the compound in or around the rooms and Offices.
- iii. Narcotic and the like: - It is strictly forbidden to bring, deal, and take any narcotic to the compound and/or rooms or any facility within the Centre. Breaking this rule will result into immediate removal of the tenant from the facility and reporting to the Police.
- v. Noise and any other form of disturbance that could disrupt the peace at College is not allowed.
- vii. The right of admission at Zion College of Design & Textile lies with the Management of the College, which also has the right to dismiss or terminate contract with any person admitted or employed at the institution.
- ix. Anyone who breaks one of these rules will be barred from enjoying the College facilities and services.

### **1.2 Specific Regulations**

#### **i. Registration and Fees Payment**

a. All students must be fully registered by filling the registration form and meeting all the requirements

b. Fees must be paid in full at registration before lessons start. But Special arrangements can be made to pay fees in two instalments.

c. Late payment of fees: i. by a week will attract an interest of 10%, and ii. by two (2) weeks will lead to deregistration.

### **1.3 Training-Learning Kits**

a. Registered students are expected to have all the required training/learning kits as specified by College Management.

b. The List of training/learning kit may change during the course of training, and trainings will make arrangements to acquire additional or new kits required.

#### **1.4 Class Attendance**

a. Registered Trainees must attend all the required classes in the relevant Training Blocks.

b. Trainee failing to attend at least 3 classes in a Block, will be required to repeat the Block Classes at his/her own additional cost.

c. Trainees are expected to keep time of attendance and leaving classes.

d. All Trainees are expected to check-in and –out the time of reporting and leaving the College on a daily basis.

#### **1.4 Use of College Facilities**

a. Trainees are expected to be responsible and hand College facilities with care

b. Any trainee who damages any College facility or machine due to trainee's negligence or mishandling will pay for the repair or replacement of such machine.

c. All trainees and employees are expected by the Management to be responsible and observe cleanness at all times in the rooms, offices and the whole compound of the College.

d. Trainees will be involved in Cleaning of the Workshops and arrangements of facilities once a week as per the Roaster Developed by the Management.

#### **1.4 Security and Visitors**

Zion College is under surveillance 24/7 to keep it secure and safe. But all of us have responsibility to make sure that we and our belongings are all secure and protected.

i. Lock the doors for the workshops/Classes behind you at all times.

ii. Keep your College Registration Bag safe at all times and do not share/give them to any strangers.

iii. Visitors are not allowed during class periods. You can meet your visitors during break time only.

iv. Visitors are not allowed to go beyond the Reception to the Workshops and Classes

### **1.5 Accommodation**

If you come from outside Nairobi and you do not have accommodation, the College can assist you in getting a decent, affordable and accessible hostel, which you will have to pay for.

### **1.6 Food and Snacks**

a. Trainees are expected to make arrangement for their own food and snacks, including tea/coffee

b. The College has necessary facilities like Micro-wave and Kettle that can be used by the trainees.

**YOUR SEARCH FOR AN INSTITUTION TO MOULD YOUR TALENT AND FUTURE IS  
OVER. JOIN US.**

**BY COLLEGE MANAGEMENT**

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