

ARUSHA TECHNICAL COLLEGE (ATC)

(Accredited by the National Council for Technical Education (NACTE))

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Ref: ATC 19/Vol. IV/20

20th August, 2021

RE: PROVISIONAL JOINING INSTRUCTIONS FOR PRIVATELY SPONSORED STUDENTS SELECTED FOR CERTIFICATE AND ORDINARY DIPLOMA PROGRAMMES IN 2021/2022 ACADEMIC YEAR

Dear

(Student Full Name as per CSEE)

I am pleased to inform you that you have been selected to join Arusha Technical College (ATC) in the academic year 2020/2021 **under privately sponsored student category**. You will pursue an Ordinary Diploma Course in the Programme of (Please fill the programme selected for).

Your decision is one of the most important decision in life as it will not only determine your further education and career, but will also influence your personal development and growth as an individual. The College has enough classrooms, library, workshops/laboratories, playing grounds, and other learning and related facilities which make ATC a convenient place for your studies.

To be enrolled with ATC you will have to agree with the conditions as stipulated in the Declaration Form (ATC-DF) ‘, which is enclosed for you to fill and submit during registration. Kindly **NOTE** that you will **NOT be allowed to change programme of study selected for**.

The duration of each programme is one year for Certificate and three years for Ordinary Diploma programmes with each year comprising of two semesters of seventeen (17) weeks each. During all these seventeen weeks (17) of each semester you will be learning at the College. After 17th week, you will be required to attend a ten (10) weeks Industrial Practical Training (IPT) once each year which is an

opportunity for you to acquire working experience related your field of study in an organization/industry. The College shall at its best secure IPT placements for few students as may be available and therefore the students/parents/guardians/employee have their responsibilities to assist in the matter.

At the end of the programme, upon successful passing all examinations you will be awarded Basic Technician Certificate or Technician Certificate or Ordinary Diploma in respective course depending on National Technical Award (NTA) level of exist. Kindly note that you are allowed to exit in any NTA level as long as you have fulfilled all the requirements for that level.

Thank you for your interest in joining Arusha Technical College. In case you have any problems don't hesitates to call us Monday – Friday (9:00 am – 3:30 pm).

I wish you all the best in preparation to report to the College,

Dr. Musa Chacha,

Acting Rector

PART A: STUDENT'S INFORMATION

1. COLLEGE LOCATION

The College is located at the junction of Moshi – Arusha and Nairobi Roads, about 1.5 km from the main bus station near Triple A Club.

2. BEGINNING OF ACADEMIC YEAR

The first semester begins on **1st November, 2021** and you are required to report at the College on **25th October, 2021** for orientation programme which shall last for one week. Students who have been selected to join ATC but failed to register with the College for any reason shall not defer the admission to the next academic year. Such students need to re-apply in the coming academic year(s) provided they meet the entry requirements as approved by NACTE.

3. TRAVEL EXPENSES

You will have to meet all transport expenses to and from your place of domicile throughout your studies at ATC.

4. MEDICAL EXAMINATION

You are required to undergo medical examination before registration to programme of study at ATC. You must ensure that the medical officer who will examine you, completes the '*Medical Examination Form (ATC-MEF)*' attached in the joining instructions. The College recommends medical examination to be carried out in a District/Regional Government Hospital and NOT otherwise.

5. DECLARATION FORM ON CONDITIONS FOR PRIVATELY SPONSORED STUDENTS

To be eligible registration with the College, you must fill correctly and submit the declaration form (ATC-DF) during registration period.

6. CAUTION MONEY

- i) You will be required to pay ten thousand shillings (TZS10,000/=) as caution money which shall be refunded upon completing the course provided that you did not cause any loss, destruction or damage of the College property.
- ii) Where losses/damages exceed the stated amount, the caution money will be retained and you will be asked to pay the difference.

7. HEALTH MEDICAL INSURANCE

Health medical insurance is **compulsory** for any ATC student. You are required to bring fifty thousand and four hundred shillings (TZS 50,400) for National Health Medical Insurance (NHIF) registration if you are not yet a member. The fee shall be collected by NHIF staff during registration period at the College. Upon arrival at the College, students shall be directed procedures on how to register with NHIF.

- **Please NOTE that, medical examination form must be submitted during the orientation week and therefore do not post the form or any other documents.**

8. REGISTRATION (KUJISAJILI)

REQUIREMENTS

Registration has two steps as follows:

a) **STEP 1: Online Registration (Kupitia MTANDAO)**

All students selected to join ATC are advised to register online (kupitia mtandao) before reporting to the College. Information on online registration is as shown at the College website (www.atc.ac.tz). In case of any difficulties, there shall be a help desk at the College during orientation period to assist students.

b) **STEP 2: Reporting to Registrar 's Office (USAJILI UNAPOFIKA CHUONI)**

On arriving you will be required to report to the College Registrar 's office for registration with the following documents;

- i) Bank slip showing that you have paid all fees as shown in the College fee structure
- ii) Two recent passport size photos with light blue background
- iii) Joining instructions letter.
- iv) A duly filled Medical Examination Form (ATC-MEF) ' .

- v) Original academic certificate (CSEE), certified academic transcripts/statement of results.
- vi) Original birth certificate and its certified copy.
- vii) A duly filled declaration form (ATC-DF) to abide by College regulations and By-Laws ‘.

Note that:

- a) No student will be registered unless he/she has paid all fee as shown in Table 2 (mode of payment) **‘Mwanafunzi ambaye hajalipa ada hatapokelewa Chuoni’**
- b) During registration and the entire period of the course the College will not permit **any change of names and/or programme of study** a student has been selected for. The names used shall be as per CSEE only.
- c) In-complete information shall result into all or any of the following:
 - i) Not being accepted for studies
 - ii) Termination of studies (for continuing students)
 - iii) Failure to register within the first three weeks from 25th October, 2021 will lead to cancellation of admission by the College.

9. STUDENTS IDENTITY CARD

- a) Each student is required to pay for an —Electronic Identity Card at cost of TZS. 10,000/= in each academic year, as indicated on the fee structure, Identity card is compulsory for all academic activities such as examinations, library services, to participate in SOATECO elections among many others. A student who loses his/her identity card shall not be allowed to attend/enjoy such services/activities.
- b) Replacement of a lost identity card will be done upon submission of a loss report from the nearby Police Station and accompanied by a non-refundable fee of TZS 10,000/-.

10. STUDENTS' ORGANISATION

Every student shall be a member of ATC Students Organization (SOATECO) and she/he is required to pay membership fee of TZS 15,000/= in each academic year, as indicated on the fee structure.

11. PROGRAMME REQUIREMENT AND ADDITIONAL INFORMATION

- a) Each student **MUST** bring with him/her counter books (minimum of 12, non-programmable scientific calculator, drawing instruments (compass, setsquare 30°/60°, setsquare 45°/45°, protractor, ruler, drawing board size A-3 and T-Square).
- b) All students are required to bring dark blue short sleeved plain overalls and a pair of leather boots **EXCEPT** for student selected into Information Technology (IT), Computer Science and Laboratory Science and Technology programmes who are required to bring white overcoats.
- c) Students in Telecommunication and Electronics Engineering programmes **MUST** bring either **analogue** or **digital multi-meter**.
- d) Medical services are the responsibilities of your parent or sponsor(s).

12. ACCOMODATION INFORMATION

- a) College has limited accommodation for **'privately sponsored students**. However, accommodation may be obtained in neighborhood of the College at affordable cost covered by student.
- b) Privately sponsored students are requested to consult Dean of students upon arrival at the College with regards to accommodation matters. Dean of students upon satisfying himself/herself that there is accommodation, he/she shall approve the request in writing.
- c) **DO NOT DEPOSIT ANY ACCOMODATION FEE INTO ATC ACCOUNTS WITHOUT WRITTEN APPROVAL FROM THE DEAN OF STUDENTS OFFICE.** Any accommodation fee which shall be deposited without the approval of the Dean of Students Office shall **NOT BE REFUNDED**.

PART B: COLLEGE FEES AND OTHER EXPENSES

1. GENERAL INFORMATION

- a) Table 1 and 2 show fees and other payments to the College and mode of payment respectively. It is the responsibility of students/sponsor to confirm the correctness of the payments before depositing the same into ATC accounts. If for any reasons there is over-payments, **NO REFUND** shall be considered instead the excess amount shall be re-allocated to respective students uses including the following academic year fee and others etc. **(Ni jukumu la mwanafunzi/mzazi/mdhamini kuhakiki kiwango sahihi cha malipo ya ada kabla ya kulipa kwenye akaunti ya Chuo. Ada itakayolipwa bila kuzingatia utaratibu ulioelekezwa haitarudishwa).**
- b) Table 3 shows cost payable to students by sponsor/parents.
- c) At the end of each academic year (applicable for NTAs Level 4 and 5), all students should attend industrial practical training (IPT) and the cost shall be covered by your sponsor/parent. For NTA level 6, IPT guidelines will be provided at the College.
- d) Fees are subject to change as per College Policies and Government circulars.

2. COLLEGE FEE STRUCTURE FOR PRIVATELY SPONSORED STUDENTS FOR 2021/2022 ACADEMIC YEAR.

The student/parent or sponsor can opt to pay full fee (1,070,400/=) or in installment as depicted in Table 2.

Any fee once paid, shall not be transferred from one student to the other regardless of any good reason given.

Table 1: Fee and other payments payable direct to the College

S/N	DESCRIPTION	1 st Year (NTA LEVEL 4)	2 nd Year (NTA LEVEL 5)	3 rd Year (NTA LEVEL 6)
1	Tuition fees (Full Time)	850,000/=	850,000/=	850,000/=
2	Certificate fee	40,000/=	-	-
3	Registration Fee	10,000/=	10,000/=	10,000/=
4	Caution money	10,000/=	-	-
5	Medical Insurance (NHIF)*	50,400/=	50,400/=	50,400/=
6	Student 's Identity Card (ID)	10,000/=	10,000/=	10,000/=
7	Examination fee	50,000/=	50,000/=	50,000/=
8	Library membership fee	15,000/=	15,000/=	15,000/=
9	Students Organization (SOATECO) fee	15,000/=	15,000/=	15,000/=
10	College Relief Fund	5,000/=	5,000/=	5,000/=
11	Students NACTE fee	15,000/=	15,000/=	15,000/=
TOTAL		1,070,400/=	1,020,400/=	1,020,400/=

*Applicable for those students without membership with National Health Insurance Fund (NHIF).

Please **NOTE**, if you are a member of NHIF or any other health insurance cover, bring with you an original and valid membership card. The process of issuing NHIF cards may take up to three weeks from the date of membership fee payments and therefore parents/guardian/sponsors are advised to set aside funds to cover any emergency during that period. The College is **NOT** responsible for any student medical costs for whatever reason. The logistics and other relevant information regarding NHIF membership application shall be communicated during orientation week.

Table 2: Mode of Payment of the College Fee and other payments

Description	Semester I	Semester II
Tuition fees	425,000/=	425,000/=
Registration fee	10,000/=	-
Caution money	10,000/=	-
Medical Insurance (NHIF)	50,400/=	-
Student 's Identity Card	10,000/=	-
Certificate fee	40,000/=	-
Student NACTE Fee	15,000/=	-
Examination fees	50,000/=	-
Library membership fee	15,000/=	-
Students Organization fee	15,000/=	-
College Relief Fund	5,000/=	-
Total 1*	595,000/-	425,000/=
Total 2**	645,400/=	425,000/=

*** FOR THOSE WHO ARE CURRENTLY REGISTERED WITH NHIF**

**** FOR THOSE WHO ARE NOT YET REGISTERED WITH NHIF**

Table 3: Fees and other payments payable to student by sponsor/parent

S/N	Description	First Year (NTA level 4)	Second Year (NTA level 5)	Third Year (NTA level 6)
1	Meal Allowance*	1,190,000/=	1,190,000/=	1,190,000/=
2	Driving Course**	283,000/=		
3	Accommodation***	50,000/=	50,000/=	50,000/=

*For those who prefer to get catering services with College Cafeteria (Kama utapenda kupata huduma ya chakula kwenye cafeteria ya Chuo).

The course is **compulsory for students registered in —Heavy Duty Equipment Engineering, Automotive Engineering, Mechanical Engineering and Auto-electrical & Electronic Engineering Programmes. At the end of the course the successful students shall be issued with driving certificate and license. Students from other programmes are highly encouraged to undertake the course. A student may register into this course at any time during his/her entire period at ATC.

***For those who will get accommodation at the College. *The payments can be deposited into ATC accounts after a written approval from the Dean of students.* The payment is only for room and mattress.

3. PAYMENT ACCOUNT INFORMATION

A student selected to join ATC and who has confirmed his/her availability to NACTE as per set conditions is required to obtain “CONTROL NUMBER” available online through www.atc.ac.tz.

Please **NOTE** the followings:

- i). “CONTROL NUMBER” which is unique for each student replaces old ATC account numbers which are **NOT NEEDED** during fee and other payments deposits.
- ii). Keep bank ‘*pay in slip*’ obtained after payments and submit the same upon arrival at the College as evidence of fee payments during registration STEP 2 in Section 9(b) page 4.

PART C: DECLARATION FORM (ATC-DF):

CONDITIONS FOR PRIVATE SPONSORSHIP AND COLLEGE REGULATIONS AND BY-LAWS

INSTRUCTIONS:

Read this form carefully and be sure that the contents are clear to you before filling it. Incomplete forms shall not be considered.

Student
Photograph
(Passport size)

- (i) Use capital letters to fill this form.
- (ii) Private Sponsored students should fill all parts of this Form.
- (iii) Private Sponsored students should be Tanzanian Citizens.

PART I: STUDENT'S PARTICULARS

SURNAMEOTHER NAMES
MARITAL STATUS
NO. OF DEPENDANTS
DATE OF BIRTHSEX.....NATIONALITY

PRESENT ADDRESS:

P. O. BOX
MOBILE PHONE NO.....
STREET TOWN.....
VILLAGE..... WARD.....
DISTRICT REGION

***PLACE OF DOMICILE ADDRESS:**

P. O. BOX
TEL NO:.....
STREETTOWN.....
VILLAGE WARD.....
DISTRICT REGION**TRIBE

* **Sehemu ambayo ni asili ya wazazi/mzazi**
** **Kabila la baba**

PART II: COLLEGE REGULATIONS AND BY-LAWS

As a student of this College you will be required to adhere to the College regulations and by-laws listed hereunder:-

- (i) Examination Regulations
- (ii) Students disciplinary matters and code of conduct regulations
- (iii) Industrial Practical Training Guidelines and Regulations
- (iv) Regulations governing the use of Laboratories, workshops, classes and sports facilities, Hostels and the Dispensary.

NB: The details of the above named regulations shall be presented to students during orientation period. The College authority reserves the right for the interpretation of its rules and regulations and the right to change them, as it may deem necessary.

PART III: CONDITIONS FOR PRIVATE SPONSORSHIP.

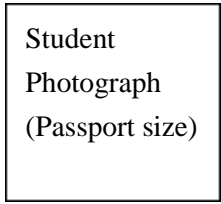
The following are the conditions and terms attached to your sponsorship:

- a) A candidate liable for sponsorship shall be a Tanzanian citizen having a good conduct and behaviour, and academic record from the former Schools/College or employer.
- b) The sponsorship is valid for three academic years only and the candidate shall therefore exercise due diligence and best endeavours in his/her studies so as to complete his/her studies within that specified time interval. The sponsor will not entertain extra costs resulting from extension of studies due to negligence or poor academic progress.
- c) The candidate shall continue diligently with his/her studies until the end of his/her course programme and by so doing devote his/her time and attention to following the course for which he/she has been admitted.
- d) All requests for postponement of studies must be written the Rector through Head of Department.
- e) The candidate shall always obey and abide by the laws of the United Republic of Tanzania.
- f) The candidate shall neither engage nor encourage others in any activities against the College Management.
- g) The candidate shall not organize, lead, or participate in any demonstration without a lawful permit, nor invade, vandalize or destroy property of the College for the sake of expressing his/her demand/claims. All claims/demands must be forwarded to the College through the proper channels.
- h) The candidate shall always obey and abide by the by-laws and any other regulations at the College issued by relevant authorities aimed at maintaining peace and order or prescribing a code of good conduct and discipline. All unlawful visits and assembly are prohibited.

- i) If a candidate is convicted of any criminal offence or expelled from the College, his/her government sponsorship shall be withdrawn.
- j) Meals and accommodation facilities will be provided in accordance with the capability of the College.

PART IV: STUDENT'S DECLARATION ON COLLEGE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES

SECTION A: (STUDENT DECLARATION)



I(Name of students)
of(Postal Address)

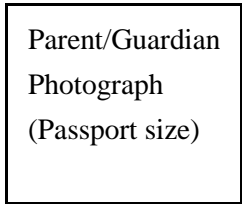
DO HEREBY accept and promise to adhere to Examination Regulations and by-laws of the College as stipulated in part II this joining instruction letter. Also I understand that any breaching of the Examination Regulations, by-laws and policies stated therein will result in expulsion from the College.

SIGNED AND DELIVERED this (Day) of..... (Month) (Year)
at (Place)

STUDENT'S SIGNATURE.....

SECTION B: PARENT/GUARDIAN/SPONSOR DECLARATION ON COLLEGE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES).

I, (Name)Parent/Guardian/Sponsor
of(Name of student)



DO HEREBY confirm the acceptance of the above-mentioned student to follow and to adhere to the College Examination Regulations and by-laws of the College as stipulated in part II of this joining instructions letter. Also I understand that any breaching of the regulations and by-laws stated therein will result into expulsion of the student from the College.

SIGNED AND DELIVERED thisday of.....
(Month).....

(Year) at (Place)
.....

(Signature of
Parent/Guardian/Sponsor).....

Address Date

PART V: STUDENT'S DECLARATION ON CONDITIONS FOR PRIVATE SPONSORSHIP

SECTION A: (STUDENT DECLARATION)

I (Name of student) of

..... (Postal Address)

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part III

I certify that I have read and understood the contents of Part III of this form and that any breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of my sponsorship.

SIGNED AND DELIVERED thisday of (Month).....

(Year) at (Place)

.....
STUDENT'S SIGNATURE

SECTION B: PARENT/GUARDIAN/ DECLARATION ON CONDITIONS FOR PRIVATE SPONSORSHIP

I, (Name)Parent/Guardian/Sponsor

..... (Name of Student)

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part III of this form, I will undertake the responsibility to make sure that the student complies to the stated conditions.

Also I agree that the breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of private sponsorship to the student.

SIGNED AND DELIVERED thisday of

(Month) (Year) at (place)

Signature of Parent/Guardian/Sponsorand

Confirmed by (Full Name) who is the Ward

Secretary/District Commissioner of (Location)

Signature of Ward Secretary/District Commissioner

Address Date

D. LABORATORY TEST

1.Urine:Albumin.....Sugar.....Leucocytes.....Bilharzia.....

Stools:Special emphasis on Hookworm or Bilharzia

Blood Examination: Haemoglobin

White cell count – Total

Different Count:

(a)Neutrophils.....(b)Eosinophils.....

(c)Basophils.....(d)Lymphocytes

(e)Monocytes.....(f)Erythrocyte Sedimentation Rate (ESR) mm/hr

E. CONCLUSION

I have examined Mr. / Mrs. /Ms.....

And consider that he/she is/is not **FIT** to be admitted to the College for higher education.

*Delete the word which is not applicable.

.....
Date

.....
Signature

.....
Name

Authorized Medical Practitioner

Stamp:.....

CHECK LIST DURING REGISTRATION PROCESS

S/N	ITEMS
1.	A Bank Slip showing that you have paid all college fees as per Table 3
2.	A Bank Slip showing that you have paid for NHIF (This is not ATC Money)
3.	Joining Instruction Form
4.	A duly filled Forms ATC-DF and ATC-MEF
5.	Original certificates, certified academic transcripts/statement of results and their Copies
6.	Original Birth Certificate and its copy
7.	Two coloured passport sizes photos (current)
8.	A duly filled declaration forms
9.	Analogue/Digital multi-meter for electronics and Telecommunication student
10.	12 counter books,
11.	Non-programable scientific calculator
12.	Drawing instruments as listed in 11 (b) page 4 of this joining Instructions
13.	Dark blue overalls and a pair of leather boots—all programmes except Laboratory Science and Technology
14.	White Overcoats for Laboratory Science and Technology students