

## **PART A: STUDENT'S INFORMATION**

### **1. COLLEGE LOCATION**

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

### **2. BEGINNING OF THE ACADEMIC YEAR**

The first semester begins on **28<sup>th</sup> October 2024** and you are required to report at the College on **21<sup>st</sup> October 2024** not later than 8:00 PM for one-week orientation before the commencement of the first semester.

### **3. TRAVEL EXPENSES**

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

### **4. MEDICAL EXAMINATION**

Admission to the College is conditional upon the presentation of a Medical Report affirming your fitness for studies. You are therefore required to undergo Medical Examination by a registered Medical Practitioner before coming to the College. For this purpose, please use the attached “Medical Examination Form (ATC-MEF)”.

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

### **5. DECLARATION FORM ON CONDITIONS FOR GOVERNMENT SPONSORSHIP**

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

### **6. CAUTION MONEY**

- You will be required to pay ten thousand shillings (Tsh.10,000/=) as caution money which will be refunded to you upon completing the course provided that you did not cause any loss, destruction or damage of the College property.
- Where losses/damages exceed the stated amount, the caution money will be retained and you will be asked to pay the difference.

### **7. HEALTH INSURANCE**

- During their studies at ATC, all students are required to have active healthcare insurance. The College will not cover any medical expenditures incurred by its students. Health insurance coverage is required as part of the registration process, and anyone who does not have it will not be registered, regardless of the reason.
- If you are not yet an active member, you must bring fifty thousand and four hundred shillings (TZS **50,400/=**) to register for National Health Medical Insurance. Upon arrival, you will be given detailed information on how to register with NHIF.
- It should be **NOTED** that any non-NHIF insurance cover is accepted after verification. Before reporting to the College, students who are NHIF members through their parents/guardians **MUST** verify if their insurance coverage is active.
- The process of issuing NHIF cards may take sometimes from the date of membership fee payments and therefore the following **MUST** be observed:

- Parents/guardians/sponsors are advised to set aside funds to cover any emergency during that period. Once the cards have been issued by NHIF, the health insurance coverage will be active.
- The logistics and other relevant information regarding the NHIF membership application shall be communicated during orientation week. **Payments for NHIF membership should not be made in conjunction with the College fee (Usichanganye malipo ya NHIF pamoja na ya ada. Maelekezo ya namna ya kulipa yatatolewa siku ya kuripoti)**

## 8. ACCOMODATION AND MEALS MATTERS

- a) Accomodation facilities are not sufficient for all students selected . Any student who fails to secure accomodation at the College shall have to seek alternative solution. The College shall assist to secure privately owned residential houses (off-campus) within walking distance for students who fail to secure accomodation. The list of privately owned residential houses (optional) shall be available upon arrival.
- b) All students shall be required to **re-apply** for accomodation in College hostels each academic year. Accomodation given to each student is valid for one academic year and criteria for selection shall be reviewed time after time (**nafasi za hosteli zinatolewa kwa mwaka mmoja wa masomo hivyo kila mwanafunzi anapaswa kuomba upya kila mwaka**).
- c) Meals will be provided to students who are interested with the cost of **TZS 1,190,000/= PER YEAR**. Payments will be done by installement of **TZS 595,000 per each semester** to catering services provider.

## 9. REGISTRATION 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**) immediately after reporting to the College. Information on online registration shall be given at the College website ([www.atc.ac.tz](http://www.atc.ac.tz)). Please **NOTE** that, in case of any difficulties, there shall be a help desk to assist students at the **College** during orientation period or contact us through the addresses above.

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

On arrival 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 certificate of secondary education examination (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 programme of study a student has been selected**. The names shall be as per certificate of secondary education examination (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 the official opening date will lead to cancellation of admission by the College.

**10. STUDENT IDENTITY CARD**

- a) Each student is required to pay for an electronic identity card at a cost of Tsh. 10,000/- in each academic year and as indicated on the fee structure table.
- b) Replacement of a lost Identity Card will be done upon submission of a letter from the Police to justify the loss and payments of Tsh. 10,000/= as "replacement costs".

**11. STUDENTS' ORGANISATION**

Every student shall be a member of ATC Students Organisation (SOATECO) and she/he is required to pay membership fee of **Tsh.15, 000/-** in each year, as indicated on the fee structure Table. It should be noted that SOATECO fee is subject to change after approval of ATC Governing board.

**12. PROGRAMME REQUIREMENTS AND ADDITIONAL INFORMATION**

- a) You are required to bring with beddings (a blanket, 2-bed sheet, mosquito net (4x6 preferably square).
- b) Each student should come with counter books (minimum of 12), non-programmable scientific calculator, drawing instruments (compass, setsquare 30<sup>0</sup>/60<sup>0</sup>, setsquare 45<sup>0</sup>/45<sup>0</sup>, protractor, ruler, drawing board size A-3 and T-square)
- c) All students are required to come with dark blue short sleeved plain **overalls** and a pair of leather boots except students studying 'Laboratory Science and Technology programme'.
- d) Students doing 'Telecommunication and Electronics Engineering' are required to come with **analogue/Digital multi-meter**.
- f) Medical treatment is a responsibility of your parent or sponsor(s)
- g) Students accommodated in the College's Hostels must observe rules and regulations pertaining to students conduct and discipline (By-laws)
- h) Students are required to have a bank account.

## PART B: COLLEGE FEES AND OTHER EXPENSES

### 1. GENERAL INFORMATION

- a) Tables 1 and 2 show the cost payable to the College and mode of payment respectively
- b) Fees are subject to change as per College Policies and Government circulars.

### 2. COLLEGE FEE STRUCTURE FOR PRIVATELY SPONSORED STUDENTS FOR THE 2024/2025 ACADEMIC YEAR

**Table 1: Fees/costs payable directly to the College by the Student**

<b>TABLE 1: FEE STRUCTURE FOR DIPLOMA PRIVATELY SPONSORED STUDENTS (NTA 4-6)</b>				
<b>S/N</b>	<b>DESCRIPTION</b>	<b>YEAR 1 (NTA 4)</b>	<b>YEAR 1 (NTA 5)</b>	<b>YEAR 1 (NTA 6)</b>
1	Tuition fees	<b>950,000</b>	<b>950,000</b>	<b>950,000</b>
2	Registration fee	10,000	10,000	10,000
3	Caution money	10,000	-	-
4	Student's identity card	10,000	10,000	10,000
5	Internet Fee	10,000	10,000	10,000
6	<b>Medical Insurance*</b>	<b>50,400</b>	<b>50,400</b>	<b>50,400</b>
7	Library membership fee	15,000	15,000	15,000
8	Driving Course**	253,000	-	-
9	Students' organization (SOATECO) fee	15,000	15,000	15,000
10	NACTE fee	15,000	15,000	15,000
12	Certificate fee	40,000	-	-
13	Examination fee	50,000	50,000	50,000
14	Accommodation	200,000	200,000	200,000
15	Sport and Games	10,000	10,000	10,000
16	Workshop /Labs services	25,000	25,000	25,000
17	College Relief Fund	5,000	5,000	5,000
	<b>TOTAL</b>	<b>1,668,400</b>	<b>1,375,400</b>	<b>1,375,400</b>

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

\*\*The course is *compulsory* to students registered in “**Automotive Engineering, Auto-electrical & and Electronic Engineering and Heavy Duty Equipments Engineering** Programmes”. At the end of the course the successful students shall be issued with driving certificate and licences. Students from other programmes are highly encouraged to undertake the course.

**Table 2: Mode of College Fee Payment**

S/N	Description	SEMESTER I	SEMESTER II
1	Tuition fees	<b>475,000</b>	<b>475,000</b>
2	Registration fee	10,000	-
3	Caution money	10,000	-
4	*Medical Insurance	<b>50,400</b>	-
5	Student's identity card	10,000	-
6	Examination fees	50,000	-
7	Certificate fee	40,000	-
8	Student NACTE fee	15,000	-
9	**Driving Course	253,000	-
10	Library membership fee	15,000	-
12	Accommodation	100,000	100,000
13	Students organization (SOATECO) Fee	15,000	-
14	College Relief Fund	5,000	-
15	Sports and games	10,000	-
16	Workshop/Labs	25,000	-
17	Internet Fee	10,000	-
	<b>Total</b>	<b>1,093,400</b>	<b>575,000</b>

**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](http://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.

**4. ENQUIRIES**

In case of any difficulties/clarification please call the following numbers from Monday to Friday during working hours (from 8:00 - 15:00 hrs.). Any call outside the mentioned time shall not be attended.

**+255 734 602 000 or +255 734 800 500**

Or use the following email address: [registrar@atc.ac.tz](mailto:registrar@atc.ac.tz)

**Karibu sana ATC**

**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) Government Sponsored students should fill all parts of this Form.
- (iii) Government Sponsored students should be Tanzanian Citizens.

**PART I: STUDENT'S PARTICULARS**

SURNAME .....OTHER NAMES .....

MARITAL STATUS .....

NO. OF DEPENDANTS .....

DATE OF BIRTH .....SEX.....NATIONALITY .....

**PRESENT ADDRESS:**

P. O. BOX .....

MOBILE PHONE NO.....

STREET ..... TOWN.....

VILLAGE..... WARD.....

DISTRICT ..... REGION .....

**PERMANENT ADDRESS\*:**

P. O. BOX .....

TEL NO.....

STREET .....TOWN.....

VILLAGE ..... WARD.....

DISTRICT ..... REGION .....

\* place of domicile

## **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: SPONSORSHIP CONDITIONS**

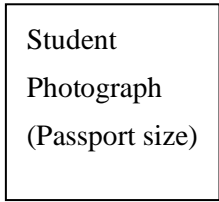
The following are the conditions and terms attached to your sponsorship:

- 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 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 course for which he/she has been admitted.
- c) All requests for postponement of studies must be written the Rector through Head of Department.
- d) The candidate shall always obey and abide by the laws of the United Republic of Tanzania.
- e) The candidate shall neither engage nor encourage others in any activities against the College Management.
- f) 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.
- g) The candidate shall always obey and abide by the bylaws 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.
- h) If a student is convicted of any criminal offence or expelled from the College, his/her government sponsorship shall be withdrawn.

**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.

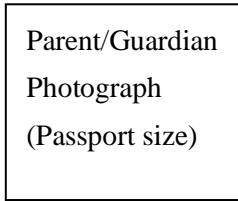
SIGNED AND DELIVERED this ..... (Day) of..... (Month) ..... (Year)  
at ..... (Place)

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** this ..... .day 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** this .....day 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 government sponsorship to the student.

**SIGNED AND DELIVERED** this .....day of .....

(Month) ..... (Year) at (place) .....

Signature of Parent/Guardian/Sponsor .....and

Confirmed by ..... (Full Name) who is the Ward

Secretary/District Commissioner of ..... (Location)

Signature of Ward Secretary/District Commissioner .....

Address ..... Date .....

MEDICAL EXAMINATION FORM (ATC-MEF)

**A. PERSONAL PARTICULARS  
(TO BE FILLED BY THE CANDIDATE)**

SURNAME .....OTHER NAMES.....

AGE.....GENDER.....MARITAL STATUS.....

PROGRAM.....ACADEMIC YEAR.....

**B. PERSONAL HISTORY**

Has the examinee suffered from any of the following?

If 'YES' indicate date and diagnosis, If not, please write 'NO' in appropriate space.

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 1. Allergic disorder .....           | 2. Heart disease .....          |
| 3. Gastric or duodenal ulcer .....   | 4. Epilepsy .....               |
| 5. Psychiatric disorder .....        | 6. Eye disorder .....           |
| 7. Ear-Nose or Throat disorder ..... | 8. Gynaecological disorder..... |
| 9. Diabetes .....                    | 10. Pregnancy(female).....      |
| 11. Misuse of drugs .....            | 12. Misuse of alcohol .....     |

**C. PHYSICAL EXAMINATION**

- Height (metres) ..... (cm)      2. Kg.....
- |                              |              |            |
|------------------------------|--------------|------------|
| Eyes: Conjunctivas .....     | Pupils ..... |            |
| Sight: without glasses ..... | Right .....  | Left ..... |
| With glasses .....           | Right .....  | Left ..... |
- Please state condition of ears (if any discharge).....

Mouth and throat .....

Nose .....
- |                          |                 |                |
|--------------------------|-----------------|----------------|
| Cardiovascular system:   | Blood pressure: | Systolic.....  |
|                          |                 | Diastolic..... |
| Heart: Any murmur .....  |                 |                |
| Arteries and Veins ..... |                 |                |
- Physical fitness/any note of concern on the students health  
.....  
.....  
.....



**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**  
**ARUSHA TECHNICAL COLLEGE**

MEDICAL EXAMINATION FORM (ATC-MEF)

**A. PERSONAL PARTICULARS  
(TO BE FILLED BY THE CANDIDATE)**

SURNAME .....OTHERNAMES.....

AGE.....GENDER.....MARITALSTATUS.....

PROGRAM..... ACADEMIC YEAR .....

**B. PERSONAL HISTORY**

Has the examinee suffered from any of the following?

If 'YES' indicate date and diagnosis, If not, please write 'NO' in appropriate space.

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 1. Allergic disorder .....           | 2. Heartdisease.....            |
| 3. Gastric or duodenal ulcer .....   | 4. Epilepsy .....               |
| 5. Psychiatric disorder .....        | 6. Eye disorder .....           |
| 7. Ear-Nose or Throat disorder ..... | 8. Gynaecological disorder..... |
| 9. Diabetes .....                    | 10. Pregnancy(female).....      |
| 11. Misuse of drugs .....            | 12. Misuse of alcohol .....     |

**C. PHYSICAL EXAMINATION**

1. Height (metres) ..... (cm)     2.Kg.....
  
3. Eyes: Conjunctivas ..... Pupils .....
 

Sight: without glasses	Right	.....	Left	.....
With glasses	Right	.....	Left	.....
  
4. Please state condition of ears (if any discharge).....
 

Mouth and throat	.....
Nose	.....
  
5. Cardiovascular system:    Blood pressure:    Systolic.....
 

	Diastolic.....
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 Heart: Any murmur .....  
                   Arteries and Veins .....
  
6. Physical fitness/any note of concern on the students health
 

.....

.....

.....

**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 THE REGISTRATION PROCESS

S/N	ITEMS	Tick
1.	A bank slip showing that you have paid all college fees as per Table 2	
2.	A bank slip showing that you have paid for NHIF	
3.	Joining Instruction Form	
4.	A duly filled forms ATC-DF and ATC-MEF	
5.	Original certificates, certified academic transcripts/statement of results and the 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	