

JOINING INSTRUCTIONS FOR STUDENT SELECTED TO JOIN ATC FOR BACHELOR'S DEGREE PROGRAMME FOR 2021/2022

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. See Google Map from: <https://atc.ac.tz/index.php/contact-atc>

2. TRAVEL EXPENSES

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

3. ACCOMODATION

The College has **few rooms** which do not ensure accommodation at the College for all students. You are advised to consider renting rooms in neighborhood of the College and you may contact dean of students for further assistance. All calls should be made during working hours (7:30 to 15:30 hrs.). Please note that most of students of ATC are accommodated outside the College.

4. MEDICAL EXAMINATION

You are required to undergo medical examination before registration. You must ensure that the doctor, who will examine you, completes the enclosed Medical Examination Form (ATC-MEF). The College recommends medical examination to be carried out in a District/Regional Government hospital.

5. CAUTION MONEY

i) You will be required to pay twenty thousand shillings (TZS. 20,000/=) as caution money which will be refunded to you upon completing the course of study 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.

6. MEDICAL TREATMENT

You are required to bring fifty thousand and four hundred Shillings (TZS 50,400) for National Health Medical Insurance registration if you are not yet a member. Details will be given during Registration.

7. PROGRAMME REQUIREMENT AND ADDITIONAL INFORMATION

a) IT and Computer Science Programmes

i) All students are required to come with white **overcoat** which should be short sleeved and plain

ii) Where possible you are advised to bring Laptop and scientific calculator

b) Electrical and Biomedical Engineering and Electrical and Automation Engineering

i) All students are required to come with one set of electronics tool kit (pliers, tester, digital multimeter, side cutter e.t.c), White short sleeved overcoat and Safety boot

ii) Where possible you are advised to bring Laptop and scientific calculator

8. REGISTRATION REQUIREMENTS

a) Online Registration (STEP - 1)

All Students selected to join ATC are advised to register online prior reporting to the College. Information on online registration is as shown in the College website (www.atc.ac.tz). Please NOTE that the registration will be open from **25th October 2021**. In case of any difficulties, this step can be completed on arrival at the College.

b) Reporting to Registrar's Office for Post-Online Registration (STEP - 2)

On arriving at the College on 25th October 2021, you will be required to report to the Registrar's office for registration with the followings:

- i) 'Original Bank Slip' showing that you have paid all fees as shown in the **College fee structure**.
- ii) Two recent colored passport size photos with light blue background
- iii) Joining Instructions sent to you by the College.
- iv) A duly filled Medical Examination Form (ATC - MEF).
- v) Original certificates, certified academic transcripts/statement of results and their copies including Certificate of Secondary Education Examination (CSEE) and Ordinary Diploma
- vi) Original birth certificate and its copy.
- vii) A duly filled declaration form (ATC-DF1) to abide by the College regulations and by-laws.

Note that:

- i) No student will be registered unless he/she has paid College fees. For HESLB beneficiaries, evidence of their loan status must be submitted to the College prior to registration and are also advised to open account with CRDB Bank to facilitate payment process.
- ii) During registration and the entire period of study, the College will not permit any change of field of study a student has been selected for. Official names to be used at the College are those appearing in Certificate of Secondary Education Examination (CSEE).
- iii) Incomplete information will result **into all or any** of the followings:
 - Not being accepted for studies
 - Termination of studies (for continuing students)
- iv) Failure to register within the first three weeks from 16th November, 2020 will lead to cancellation of Admission by the College

9. STUDENT IDENTITY CARD

- a) Each student is required to pay for an Electronic Identity Card at a cost of TZS 10,000/= in each academic year.
- b) Replacement of a lost Identity Card will be done upon submission of a letter from the Police Station to justify the loss and paying TZS 10,000/= to the College

10. STUDENTS' ORGANISATION

Every student shall be a member of ATC Students Organization (SOATECO) and she/he is required to pay membership fee of Tsh.15, 000/= in each year.

PART B: COLLEGE FEES AND OTHER EXPENSES

1. GENERAL INFORMATION

- a) Table 1(a), 1(b), 1(c) 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) Fees are subject to change as per College Policies and Government circulars.
- c) **Any fee once paid, shall not be transferred from one student to another regardless of any good reason given.**

2. FEE STRUCTURE FOR ACADEMIC YEAR 2021/2022

The fee structure for students pursuing Bachelor degrees (NTAs 7-8) programme is as shown in Tables 1 (a) and (b). Costs that are paid directly to students by Sponsors, e.g., HESLB/Parents/Guardians are indicated in Table 2. College fees mode of payment is shown in Table 1(c).

Table 1: (a) Fees/costs paid directly to ATC by Sponsors of students pursuing Bachelor degree (NTA 7-8)

S/N	DESCRIPTION	1 ST YEAR (NTA 7)	2 ND YEAR (NTA 7)	3 RD YEAR (NTA 8)
1	Tuition fees *	1,200,000	1,200,000	1,200,000
2	Registration fee	10,000	10,000	10,000
3	Caution money	20,000	-	-
4	Medical Insurance**	**50,400	**50,400	**50,400
5	Student's identity card	10,000	10,000	10,000
7	Library membership fee	15,000	15,000	15,000
8	Certificate fee	40,000	-	-
9	Students' organization (SOATECO) fee	15,000	15,000	15,000
10	College Relief Fund	10,000	10,000	10,000
11	Special Course Requirements	350,000	-	-
12	Final Project Requirements***	-	-	***330,000
13	BIT Second Session Course Requirements****	****300,000	****300,000	****300,000

* Students benefiting from HESLB facility will be required to pay part of the fee which is not covered by the HESLB.

** This applies to those students who do not have NHIF card.

*** Bachelor of engineering students are required to undertake Projects I and II in the First and Second semesters (Third Year) of their study respectively in accordance with the requirements of curriculum. The cost of undertaking the project amount to TZS. 330,000.00 where TZS.180, 000/- and TZS. 150,000/- are directly paid by the sponsor to the student and the College respectively.

****This applies to students who have been selected to join Bachelor Degree in Information Technology Second / Evening Session.

Table 1: (b) Accommodation fees/costs paid directly to ATC by students pursuing Bachelor programmes (NTA 7-8)

DESCRIPTION	1 ST YEAR (NTA 7)	2 ND YEAR (NTA 7)	3 RD YEAR (NTA 8)
Accommodation at ATC Hostels (This is only for those who will get accommodation at ATC)	100,000	100,000	100,000
Total	100,000*	100,000	100,000

***DO NOT DEPOSIT ANY ACCOMODATION FEE 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.**

Table 1 (c): College fees Mode of Payment

S/N	DESCRIPTION	Semester I	Semester II
1	Tuition fees	600,000/-	600,000/-
2	Registration fee	10,000/-	-
3	Caution money	20,000/-	-
4	Medical Insurance	50,400/-	-
5	Student's identity card	10,000/-	-
6	Library membership fee	15,000/-	-
7	Certificate fee	40,000/-	-
8	Students' organization (SOATECO) fee	15,000/-	-
9	College Relief Fund	10,000/-	-
10	Special Course Requirements	200,000/-	150,000/--
*11	BIT Second Session Course Requirements****	****200,000/-	****150,000/-
	Total cost	1,165,400/-	900,000/-

****This applies to students who have been selected to join Bachelor Degree in Information Technology Second / Evening Session.

Table 2: Cost paid directly to Bachelor Student by Sponsors (HESLB, Organizations or Parent/Guardians) (TZS).

S/N	DESCRIPTION	1 ST YEAR (NTA 7)	2 ND YEAR (NTA 7)	3 RD YEAR (NTA 8)
1	Accommodation and Meals	1,900,000	1,900,000	1,900,000
2	Books and Stationeries	200,000	200,000	200,000
3	IPT Allowances 70 days x 10,000	700,000	700,000	-
4	IPT Transport Allowances	60,000	60,000	-
	Total cost	2,860,000	2,860,000	2,100,000

Note: The living cost for the students provided in prospectus is minimum cost; however, sponsors may opt to pay more to students to meet living cost as per their circulars.

3. PAYMENT PROCEDURE

A student selected to join ATC may 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

**DECLARATION FORM ON COLLEGE REGULATIONS AND
BY-LAWS**

1. **INSTRUCTIONS:**

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

Use capital letters to fill this form.

PASSPORT SIZE
PHOTOGRAPH OF
STUDENT

2. **PART I: STUDENTS PARTICULARS**

SURNAMEOTHER NAMES
(As they appear in CSEE)

MARITAL STATUS

NO. OF DEPENDANTS

DATE OF BIRTHSEX.....NATIONALITY

PRESENT ADDRESS:

P. O. Box

TEL NO.....

E-MAIL.....

STREET TOWN.....

VILLAGE WARD.....

DISTRICT REGION

*** PLACE OF DOMICILE ADDRESS:**

P. O. Box

TEL NO.....

STREET TOWN.....

VILLAGE.....

WARD.....DISTRICT

REGION ** TRIBE

***Sehemu ambayo ni asili ya wazazi/mzazi**

****Kabila la baba**

3. **PART II: COLLEGE REGULATIONS AND BY-LAWS**

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

- (i) Examination Regulations
- (ii) Students disciplinary matters and code of conduct regulations
- (iii) Student dress code
- (iv) Industrial Training Regulations
- (v) Regulations governing the use of Laboratories/Workshops, classes and sports facilities, Hostels and the Dispensary. 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.

NB: The details of the above-named regulations shall be presented to students during orientation period.

4. **PART III: STUDENT'S DECLARATION ON COLLEGE REGULATIONS AND BY-LAWS**

SECTION A: (STUDENT DECLARATION)

I (Name of students) of

..... (Postal Address)

DO HEREBY accept and promise to adhere to regulations and by-laws of the College as stipulated in part II of this declaration form. Also I understand that any breaching of the regulations and by-laws stated therein will result in expulsion from the College.

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

(year) at(place)

.....
STUDENT'S SIGNATURE

SECTION B: (PARENT/GUARDIAN/SPONSOR DECLARATION)

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



DO HEREBY confirms the acceptance of the above-mentioned student to follow and adhere to College regulations and by-laws as stipulated in part II of this declaration form. 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



MEDICAL EXAMINATION FORM

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

SURNAMEOTHER 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

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

5. Cardiovascular system: Blood pressure: Systolic.....
Diastolic.....
Heart: Any murmur

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:.....