ARUSHA TECHNICAL COLLEGE

ATC ADMISSION, REGISTRATION, FEES AND CERTIFICATION REGULATIONS

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PART I ADMISSION AND REGISTRATION

1.1 General College Admission Regulations

1.1.1 Applications from qualified Candidates for admission into programmes offered by ATC shall be through ATC Online Admission System available at https://www.oas.atc.ac.tz. An applicant should pay a non-refundable application fee of TZS 20,000/- for NVA 1-3 and TZS 10,000/- for NTA level 4 – 8 through College designated bank accounts or by any other acceptable and approved modes.

1.1.2 It is an offence to submit false information when applying for admission into ATC programmes. Applicants who will be found to have submitted forged documents or any other false information will not be considered for admission and appropriate legal action will be taken against them.

1.1.3 The applications are scrutinized and ranked according to the performance in terms of qualifications.

1.1.4 Former students who have been discontinued from studies cannot be admitted unless they fulfill the following conditions stipulated in ATC Examination Regulations:

   a) Students discontinued from studies on academic grounds may be readmitted to a different programme in the immediate next academic year

   b) Students discontinued from studies on academic grounds may be readmitted in the same programme after lapse of two years.

   c) Students discontinued from studies on disciplinary and cheating grounds are barred from re-admission to any programme at the College

1.1.5 The closing date for receiving application is strictly to be adhered to and will be as advertised on the College website or any other means as may be determined by the management for each academic year.
1.1.6 Applicants seeking transfer from other Institutions to ATC would only be considered if they meet admission conditions approved by National Council for Technical Education (NACTE) or Tanzania Commission for Universities (TCU).

1.1.7 Applicants who have been awarded certificates at accredited universities or similar institutions of higher learning which issue academic documents in languages other than English shall submit notarized English translations of all supporting documentation including, but not limited to, transcripts and diplomas.

1.1.8 The academic levels or equivalence of the qualifications obtained from foreign institutions must be authenticated by the TCU for bachelor degree programmes applicants and NACTE for certificate and ordinary diploma applicants.

1.2 Registration Regulations

1.2.1 All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.

1.2.2 A student shall be registered after paying College tuition and other approved fees. For first year students, registration will be done after verification of original certificates and any other documents as shown in the ‘Joining Instructions’.

1.2.3 The deadline for registration of first year students shall be three weeks, from the first day of the orientation week and for continuing students, it shall be the Friday (or last working day) of the second week after the beginning of the first semester.

1.2.4 All ATC students shall have to register into ‘online admission system’ every semester of each academic year. Any examination or activity done by a student who is not registered into online admission system shall be considered as ‘null’ and ‘void’.

1.2.5 Each student shall be registered and assigned a unique registration number before attending classes after showing proof of applicable fee payment.
1.2.6 The Head of Academic Department shall be responsible to ensure that all continuing students under his/her department are registered. Class attendance list shall be prepared using registered students at ‘online admission system’ only.

1.2.7 A student who fails to register into ATC online admission system within two weeks after the commencement date for classes shall automatically be considered to absent himself/herself in that academic year without notice. The student shall have to re-apply for the same level and semester in the next academic year if he/she wishes to continue with studies.

1.2.8 Apart from in exceptional circumstances, no student shall be allowed to change programme of study later than the Friday of the second week after the beginning of the first semester. Transferring from one academic programme to another shall be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme.

1.2.9 Upon admission, all new students must obtain, read thoroughly and conform entirely to followings College regulations:

a) Conditions for Government sponsorship (in case of Government sponsored students)

b) Students General Welfare, Conduct and Disciplinary Regulations

c) ATC Examination Regulations


e) Industrial Practical Training (IPT) Regulations

f) Library Regulations

g) Any other regulations issued by the College from time to time.

1.2.10 During registration every student must produce the following documents:
a) Joining Instructions letter sent to him/her

b) A duly filled acceptance form to abide by the College Rules and Regulations.

c) A duly filled medical examination form

d) All the original receipts/pay in slips of the fees paid to the College through designated Bank accounts.

e) Recently taken passport size photographs as indicated in joining instruction.

f) Declaration form

g) All foreign students are required to apply for residence permit from their nearest Tanzania Embassy or High Commission before they depart for Tanzania.

h) Any other documents as instructed/requested by the College from time to time.

1.2.11 New students who have been selected but cannot register at the College for any reason for the first time, shall not defer the admission to the next academic year. Such students need to re-apply in the comings academic years(s) they want to join and abiding to the entry requirements as approved by NACTE/TCU.

1.2.12 There shall be no change of names by students during the course of study at the College. Names appearing on the original Certificate of Secondary Education Examination (CSEE) or any other certificate(s) approved by TCU/NACTE shall be used as official names.
1.3 **Postponement and Resuming of Studies Regulations**

1.3.1 No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Special circumstances shall include but not limited to:

a) Sickness;

b) Serious social problems each case to be considered on its own merit; and

c) Severe sponsorship/financial problem.

1.3.2 A student shall be eligible to postpone studies for reasons stated in 1.3.1 (a) – (b) at any time of the academic year if only he/she has satisfied the conditions for registration as stated in Section 1.2.1 - 1.2.4. Application for postponement of studies which does not satisfy these conditions shall not be processed without any notice and therefore the student shall be considered to have absconded studies as per ATC Examination Regulations.

1.3.3 A student shall be eligible to postpone studies for reasons stated in 1.3.1 (c) if he/she table the application during registration period as stated in Section 1.2.3 & 1.2.4. Any postponement applications based on section 1.3.1 (c) and received after expire of registration period shall not be processed and therefore the student shall be considered to have absconded studies as per ATC Examination Regulations.

1.3.4 Any postponement of studies shall be processed after fulfilling the conditions stated in Sections 1.3.1 to 1.3.3 and MUST be accompanied by the followings:

i). A dully filled and stamped clearance form

ii). “Postponement of Studies Request Form (ATC/POST/1)” available at [www.atc.ac.tz](http://www.atc.ac.tz).

1.3.5 It should be NOTED that the student must confirm the status of his/her postponement application and thereafter get an official letter from Registrar Office before leaving the College.
1.3.6 Any student who was absent from studies and does not show evidence that his/her request were accepted through an official letter from Registrar Office, shall be considered to have absconded studies as per ATC Examination Regulations.

1.3.7 Students shall be allowed to be away from studies for a maximum of two years if he/she is to be allowed for re-admission to the same level of studies where left off.

1.3.8 Students requesting to resume studies shall be allowed to do so after fulfilling the condition prescribed in “Resuming of Studies Request Form (ATC/ROST/1)” available at College website coupled with conditions stated in Section 1.2.

1.3.9 Students who have postponed studies shall be required to report at the College at the corresponding time/date and semester similar to that one she/he left and/or as directed in official letter from Registrar Office.
PART II BURSARIES AND FEES REGULATIONS

2.1 Fees Payments
2.1.1 At the beginning of each academic year, all students shall be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they shall be expected to pay College tuition fees (or the portion not covered by the sponsor) by the beginning of the semester before they can be permitted to use any facilities and services.

2.1.2 Annual fee structure shall be communicated to all continuing students well in advance before commencement of following academic year through student management system (SMS) and for the new students it will be communicated through their joining instructions. Fee structure information will also be available at the College website (https://www.atc.ac.tz/).

2.1.3 In addition to fees as described in 2.1.1 & 2.1.2, all students are required to have sufficient funds to cater for special Departmental requirements. Such requirements may be in the form of safety boots, overalls, drawing instruments, etc. as well as funds for Industrial Practical Training (IPT) depending on the programme and sponsorship status. Students also need to have separate funds to cater for stationery, books, meals and accommodation at the College or private hostels.

2.1.4 All fees and other payments shall be paid through designated bank accounts or by any other acceptable modes approved by the College. All payments must be strictly College receipted.

2.1.5 If a student is discontinued or has decided to absconds, withdraw entirely or transfer himself/herself to another Institution, tuition fees and other applicable payments shall NOT be refunded under whatsoever reason(s). It is the responsibility of students to make firm decision that he/she will study at ATC for duration specified before any payments are deposited into ATC accounts.

2.1.6 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
shall be over-payments, the office of Registrar in collaboration with Bursar shall
direct/consider re-allocation of the funds for other concerned student’s uses
without refund considerations.

2.1.7 Sponsors/parents who decide to channel students living costs and other expenses
through ATC designated accounts shall have to pay a 5% of the total amount as
processing charges. Under this condition, it is the responsibility of the
sponsors/parent to inform the College of the decision to channel payments in
writing and payments modality.

2.2 Tuition Fee Payment Schedule

2.2.1 All tuition fees may be paid in full or in two installments as follows:
    i). Semester 1 - 60%
    ii). Semester 2 - 40%

2.2.2 There shall be NO EXCEPTION; all students regardless of sponsorship status
ought to pay applicable fee as per the regulations.

2.2.3 Students with overdue accounts and not satisfying conditions of Section 2.2.1 shall
not be eligible to the followings:
    i). Registration for any programme offered by the College
    ii). Attend class (lectures, practical training etc.) or receive any College
        services.
    iii). To sit for continuous assessment (CA) or end of semester examinations
        (SE) or any form of examinations offered by the College.
    iv). Participate in any ATC graduation or other recognition ceremonies.
    v). Receive any certificate, transcript or any other official student records.

2.3 Accommodation at ATC Hostels

Accommodation at ATC Hostels is a privilege. Eligible students as prescribed in “Joining
Instructions” seeking accommodation in the College’s hostels are required to pay
prescribed fees as detailed in the followings sections:
2.3.1 Accommodation rates for College Hostels shall be communicated to new student through “Joining Instructions”.

2.3.2 Accommodation rates for continuing students shall be communicated through Student Management System (SMS) or any other means as directed by College Academic Committee (C-AC) meeting.

2.4 Membership to the ATC Students’ Organization
Every ATC registered student whose programme of study is twelve months shall be a member of ‘ATC Students Organization’ (SOATECO). Membership subscription fees for every student shall be indicated in ‘Joining Instructions” for each programme offered at ATC.

2.5 Relief Fund
Every ATC registered student is required to pay a contribution towards College relief fund as prescribed in the “Joining Instructions”.

2.6 Medical Insurance
Every ATC student is required to have medical/health insurance cover offered by the National Health Insurance Fund (NHIF) scheme or as directed/approved by the Registrar with the consultation of College clinical officer. Evidence of payment of health insurance cover is required before registration.
PART III  ISSUING OF CERTIFICATES AND TRANSCRIPTS
REGULATIONS

3.1  Certificates and Transcripts Custodian
i). College Registrar shall be the overseers of all Arusha Technical College’s academic and other student records including short and long courses.
ii). College Registrar in collaboration of Heads of Academic Departments is responsible for processing all kinds of certificates at ATC. These shall include but not limited to academic certificates and respective transcripts, statement of provisional results, leaving certificates, short courses certificates and awards, etc.

3.2  Issuance of Provisional Statement of Results and Academic Transcripts
3.2.1 The College shall issue provisional statement of results and transcripts as shown here under:
i). Provisional statement of results will cost TZS 10,000/- for each exist level. The provisional statement of results shall be valid for one year from the date of issue.
ii). Academic transcript will cost TZS 10,000/- and will be included in the direct costs payable to the College at the beginning of final year of study.
iii). Certification of transcripts and certificates will be free for first five copies and charged a minimum of TZS 1,000/- for each additional copy.
v). The provisional statement of results and transcripts shall be considered credible only if they bear ATC official seal and a photograph of the candidate.
vi). The rates in Section 3.2 are subject to revision from time to time.

3.3  Issuance of Academic Certificates
3.3.1 Any certificate awarded by the ATC Governing Board shall remain the property of ATC, and any alteration whatsoever on it without the authority of the College shall constitute a criminal offence liable to prosecution in a court of law.
3.3.2 Certificate issuance at ATC shall require filling of ‘Certificate Collection Request Form (ATC-CCF 01)’ accompanied by ‘Clearance Form’.
3.3.3 Only graduates who have cleared with the College shall be issued with their academic certificates.

3.3.4 Certificates that shall be issued and collected within one year after graduation date will not require any storage charge.

3.4 Replacement of Lost Academic Certificates and Transcripts

3.4.1 The College may issue a duplicate copy of an award certificate or academic transcript in case of loss of the original on the following conditions:
   i). The applicant must produce evidence that the loss had been sufficiently publicly announced in newspaper or electronic media.
   ii). The applicant must produce evidence that the loss had been reported to the relevant authority.
   iii). The applicant must produce a sworn in affidavit.
   iv). The certificate or transcript so issued shall be visibly marked “DUPLICATE”.

3.4.2 A non-refundable fee of TZS 150,000/- (or equivalent of US$ 75 for foreign students) shall be charged for a duplicate copy of the lost certificate.

3.4.3 A non-refundable fee of TZS 20,000/- (or equivalent of US$10 for foreign students) for a duplicate copy of the academic transcript.

3.4.4 The rates in 3.4 are subject to revision from time to time.