

ARUSHA TECHNICAL COLLEGE (ATC)
(Accredited by the National Council for Technical Education (NACTE))

Tel: +255-27 2970056
Fax No: +255-27 2548337
P. O. BOX 296, Arusha, Tanzania



Junction of Moshi-Arusha and Nairobi Roads,
E-mail: rector@ atc.ac.tz
Website: <http://www.atc.ac.tz>
15th June 2017

In reply please quote: Ref. ATC/40/Vol. I/28

Dear..... (Student Full Name)

**RE: JOINING INSTRUCTIONS FOR PRIVATELY SPONSORED STUDENTS
SELECTED FOR CERTIFICATE AND ORDINARY DIPLOMA PROGRAMMES**

I am pleased to inform you that you have been selected to join **Arusha Technical College (ATC)** in the Academic year 2017/2018 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 decisions 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 Classrooms, Library, Workshops/Laboratories, Playing grounds, and other learning related facilities which will make 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 enclose for you to fill and submit during registration. Kindly Note that you will **NOT** be allowed to change programme of your study selected for.

The duration of each course is one year for certificate programmes and three years for Diploma programmes with each year comprising of two semesters of seventeen 17 weeks learning at the College. At the end of 17th week you will be required to attend ten (10) weeks of Industrial Practical Training (IPT) which is an opportunity for you to acquire working experience related your field of study in an organization/industry.

At the end of the course, upon successful passing all examinations you will be awarded Basic Technician Certicats 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 each NTA level as long as you have fulfilled all the requirements for that level.

Thank you for your interest in joining the Arusha Technical College.

In case you have any problem please don't hesitate to call through Tel No. **0762026000, 0788026000**

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

Released by Academics Department

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 31st July 2017 and you are required to report at the College on 24th July, 2017 for Orientation.

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. 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. DECLARATION FORM ON CONDITIONS FOR PRIVATELY SPONSORED STUDENTS

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

6. CAUTION MONEY

- i) 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.
- ii) Where losses/damages exceed the stated amount, the caution money will be retained and you will be asked to pay the difference.

7. 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.

8. REGISTRATION REQUIREMENTS (KUJISAJILI)

Registration has two steps as follows:

a) STEP 1: Online Registration (Kupitia MTANDAO)

All Students selected to join ATC are required to register online (*kupitia mtandao*) before reporting to the college. Information on online registration is as shown in College website (www.atc.ac.tz).

IT IS IMPORTANT TO NOTE THAT YOU HAVE TO REGISTER ONLINE BEFORE REPORTING TO THE COLLEGE ON 24th JULY 2017

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).–**Mwanfunzi 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 field of study a student has been selected for.
- c) Incomplete information will result into all or any of the following:
 - i) Not being accepted for studies
 - ii) Termination of studies (for continuing students)
 - iv) Failure to register within the first two weeks from 24th July 2017 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 Tsh. 10,000/= in each academic year, 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 Station to justify the loss and paying Tsh. 10,000/= to the College

10. STUDENTS' ORGANISATION

Every student shall be a member of ATC Students Organisation (SOATECO) and she/he is required to pay membership fee of Tsh.10, 000/= in each year, as indicated on the fee structure table

11. PROGRAMME REQUIREMENTS AND ADDITIONAL INFORMATION

- a) Each Student should come with counter books (minimum of 12), non-programmable scientific calculator, drawing instruments (compass, Setsquare 30⁰/60⁰, Setsquare 45⁰/45⁰, Protractor, Ruler, Drawing Board size A-3 and T-Square)
- b) All students are required to come with dark blue short sleeved plain **overalls** and a pair of leather boots **except** Students studying Information Technology (IT), Computer Science and Laboratory Science and Technology are required to bring white overcoats
- c) Students doing Telecommunication and Electronics Engineering are required to come with **Analogue/Digital multi-meter**.
- d) Medical services is a responsibility of your parent or sponsor(s), especially when the student falls sick for a long time

12. ACCOMODATION INFORMATION

College has limited rooms for accommodation to privately Sponsored Students. However, accommodation may be obtained in neighborhood of the College at affordable cost covered by student

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) Table 3 shows cost payable to students by Sponsor/parents
- c) At the end of each academic year (For NTAs Level 4 & 5) all students should attend Industrial Practical Training (IPT) and the cost should be covered by your sponsor/parent
- d) Fees are subject to change as per College Policies and Government circulars
- e) Fees once paid, will not be refunded

2. COLLEGE FEE STRUCTURE FOR PRIVATELY SPONSORED STUDENTS FOR THE 2017/2018 ACADEMIC YEAR

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

S/N	Description	1 st Year (NTA 4)	2nd Year (NTA 5)	3rd Year (NTA 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	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	10,000/=	10,000/=	10,000/=
10.	Student Relief Fund	5,000/=	5,000/=	5,000/=
11.	Students NACTE fee	15,000/=	15,000/=	15,000/=
TOTAL		1,065,400/=	1,015,400/=	1,015,400/=

*Applicable for only students with no membership with National Health Insurance Fund (NHIF)

Table 2: Mode of Payment of the College Fee

Description	Semester I	Semster II
Tuition fees	425,000	425,000
Registration fee	10,000	
Caution money	10,000	
*Medical Insurance	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	10,000	
Student Relief Fund	5,000	
Total	640,400	425,000

Table 3: Fees/Cost Payable to Student by Sponsor/Parent

S/No	Description	First Year (NTAs 4)	Second Year (NTAs 5)	Third Year (NTAs 6)
1	Meal Allowance*	1,190,000	1,190,000	1,190,000
2	Driving Course**	220,000	220,000	220,000
3	Accomodation***	50,000	50,000	50,000

*For those who prefer to get meal services with College Cafeteria (Kama utapenda kula kwenye Cafeteria ya Chuo).

**Applicable for students who opt to attend driving course. The course is very important to students registered in Automotive Engineering and Auto electrical & Electronic Engineering Programmes (kwa wale watakaopenda kujifunza udereva).

***For those who will get accomodation at the College. The cost is only for Room and Mattress.

3. PAYMENT ACCOUNT INFORMATION

(A) All payments for the College should be made through:

- i). National Microfinance Bank (NMB)
Account Name: TCA Students Service Account
Account Number: **40802517105**

OR

- ii). Tanzania Postal Bank (TPB),
Account Name: ATC students Collection Account,
Account Number: **026000398**.

NOTE: All Payments for semester I should be done before reporting to the College for registration.

PART C: DECLARATION FORM (ATC-DF): 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. Use capital letters to fill this form.

Student
Photograph
(Passport size)

SECTION I: STUDENT'S PARTICULARS

SURNAME OTHER NAMES
MARITAL STATUS
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

SECTION 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.

SECTION III: STUDENT'S DECLARATION ON COLLEGE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES

A: (STUDENT DECLARATION)

I(Name of students)
of(Postal Address)

Student Photograph (Passport size)

DO HEREBY accept and promise to adhere to Examination Regulations and by-laws of the College as stipulated in part C Section II of this joining instructions 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.....

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

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

Parent/Guardian
Photograph
(Passport size)

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

ARUSHA TECHNICAL COLLEGE



MEDICAL EXAMINATION FORM (ATC-MEF)

To be completed by Medical Officer in respect of Arusha Technical College student (Entrant)

FULL NAMES OF STUDENT.....

SEX: MALE/FEMALE.....

HGB TEST.....

STOOL.....

URINE MICRO.....

T.B TEST.....

EYE EXAMINATION.....

E.N.T.....

CHEST X-RAY.....

ABDOMEN.....

ADDITIONAL INFORMATION

Physical Defects of impairments, Infections, Chronic, or Hereditary (family) disease (You can use separate sheet).....

I certify that I have examined the above student and consider that he /she is physically fit/Not fit for studies at ATC

DATE.....SIGNATURE.....

STATION.....DESIGNATION.....

STAMP.....

CHECK LIST DURING REGISTRATION PROCESS

S/N	ITEMS
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 (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.	Analogue/Digital multi-meter for electronics and Telecommunication student
9.	12 counter books,
10.	Non-programable scientific calculator
11.	Drawing instruments as listed in 11 (b) page 4 of this joining Instructions
12.	Dark blue overalls and a pair of leather boots—all programmes except Laboratory Science and Technology, IT and Computer Science students
13.	White Overcoats for Laboratory Science & Technology, IT and Computer Science students