

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

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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 GOVERNMENT SPONSORED STUDENTS
SELECTED THROUGH PRESIDENT'S OFFICE REGIONAL ADMINISTRATION
AND LOCAL GOVERNMENT FOR ORDINARY DIPLOMA (NTA LEVEL 4)
PROGRAMMES**

I am pleased to inform you that you have been selected by Government to join **ARUSHA TECHNICAL COLLEGE (ATC)** in the Academic year 2017/2018 under **Government Sponsorship**. You will pursue an Ordinary Diploma course in the programme of

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, Hostels, Workshops/Laboratories, Playing grounds, Dispensary and other learning related facilities which will make convenient place for your studies.

To qualify for Government 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 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 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 each NTA level as long as you have fulfilled all the requirement 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 by:

Eng. Dr Masudi A. Senzia,

Deputy Rector Academics

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 23rd July, 2017 at 4:00 PM and not later than 9:00 PM for one week Orientation before the commencement of the first semester.

3. TRAVEL EXPENSES

You will have to meet all transport expenses to and from your place of domicile throughout your stay 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 GOVERNMENT SPONSORSHIP

To be eligible for Government Sponsorship, you must fill correctly and submit the declaration form (ATC-DF) before 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 come with an original bank slip of fifty thousand and four hundred shillings (TZS 50, 400/=) for National Health Medical Insurance registration if you are not yet a member. This amount should be paid direct to NMB (National Microfinance Bank), Account Name: ARUSHA NHIF COLLECTION ACCOUNT number: 40810032308.

NB: The National Health Insurance Fee should not be paid in the same account as that for other college fees.

8. REGISTRATION REQUIREMENTS

Registration has two steps as follows:

a) STEP 1: Online Registration

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

Please NOTE that the registration will start on 8th July 2017. **IT IS IMPORTANT TO NOTE THAT YOU HAVE TO REGISTER ONLINE BEFORE REPORTING TO THE COLLEGE ON 23RD JULY 2017**

b) STEP-2: Reporting to Registrar's Office for Post-online Formalities

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

- 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) A Bank Slip showing that you have paid for NHIF (National Health Insurance Fund)
- iv) This joining Instructions letter.

- v) A duly filled Medical Examination Form (ATC-MEF).
- vi) Original certificates, certified academic transcripts/statement of results and their copies.
- vii) Original Birth Certificate and its copy.
- viii) A duly filled declaration form (ATC-DF) to abide by condition for Government Sponsorship

Note that:

- i) 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**
- ii) 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.
- iii) 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 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) You are required to bring with bedding (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 30⁰/60⁰, Setsquare 45⁰/45⁰, 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
- 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), especially when the student falls sick for a long time
- 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) At the end of each academic year (For NTAs Level 4 & 5) Government sponsored student will receive payment to attend Industrial Practical Training (IPT) as shown in Table 3
- c) Fees are subject to change as per College Policies and Government circulars.

2. COLLEGE FEE STRUCTURE FOR GOVERNMENT 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	130,000	130,000	130,000
2	Registration fee	10,000	10,000	10,000
3	Caution money	10,000	-	-
4	*Medical Insurance	50,400	50,400	50,400
5	Student's identity card	10,000	10,000	10,000
6	Examination fees	50,000	50,000	50,000
7	Certificate fee	40,000	-	-
8	Student NACTE fee	15,000	15,000	15,000
9	**Driving Course	220,000	-	-
10	Library membership fee	15,000	15,000	15,000
12	Accommodation	50,000	50,000	50,000
13	Students organization (SOATECO) Fee	10,000	10,000	10,000
14	Student Relief Fund	5,000	5,000	5,000
	Total	615,400	345,400	345,400

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

**Applicable for students who opt to attend driving course. The course is every important to students registered in Automotive Engineering and Auto electrical & Electronic Engineering Programmes.

Table 2: Mode of Payment of the College Fee

Description	Semester I	Semester II
Tuition fees	65,000	65,000
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	
**Driving Course	220,000	
Library membership fee	15,000	
Students Organization fee	10,000	
Accommodation	50,000	
Student Relief Fund	5,000	
Total	550,400	65,000

*Only For those with **no** membership with National Health Insurance Fund (NHIF)

**Only those who will opt to attend Driving course

Table 3: Amount of money you will be receiving from the Government at the end of Semester II for IPT

S/N	Description	1st Year (NTA 4)	2nd Year (NTA 5)
1	Industrial Practical Training (IPT) Allowance	420,000	420,000
2	Transport Allowance to attend IPT	60,000	60,000
	Total	480,000	480,000

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: **0260000398**.

(B) Payment for NHIF should be made through:

**National Microfinance Bank (NMB),
Account Name: ARUSHA NHIF COLLECTION ACCOUNT
Account Number: 40810032308**

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

PART C: DECLARATION FORM (ATC-DF):

CONDITIONS FOR GOVERNMENT 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

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 GOVERNMENT 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)

Student
Photograph
(Passport size)

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)

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

PART V: STUDENT'S DECLARATION ON CONDITIONS FOR GOVERNMENT 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 GOVERNMENT 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 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

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

.....
.....
.....

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 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

