

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF LANDS, HOUSING AND
HUMAN SETTLEMENT
DEVELOPMENT



ARDHI INSTITUTE MOROGORO

JOINING INSTRUCTION FOR 2018/2019 ACADEMIC YEAR

CONTACT ADDRESS

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FORM S.2: JOINING INSTRUCTIONS

Dear Mr. /Miss/Ms.....

I am pleased to inform you that you have been selected to join Ardhi Institute Morogoro to pursue the Basic Technician Certificate / Technician Certificate / Ordinary Diploma in Geomatics Course. Your actual admission will be subject to accepting and fulfilling the following conditions:

1. MEDICAL EXAMINATION:

Admission to the Institute is conditional upon a satisfactory medical report being received by the Institute Authority. You are therefore required to undergo a medical examination by a registered Medical Practitioner before coming to this Institute. See attached Form S.2

2. ACCOMODATION:

The Institute has few hostels to accommodate all students, therefore, priority will be guided by first in - first served. For those students who will not get campus accommodation are advised to look for their own accommodation off campus.

3. REGISTRATION:

During registration you are required to bring **ORIGINAL** Academic Certificates i.e. Form IV/Form VI Certificate or equivalent qualification, birth certificate and three (3) recent identical stamp size photographs. Copies of certificates will not be accepted. It should be borne in mind that it is a criminal offence to submit false information.

4. RELEASE FROM EMPLOYMENT:

Ardhi Institute Morogoro will only register an employed candidate if he/she submits official evidence of release from the employer.

5. TUITION FEES:

The following is the fee structure for Basic Certificate, Certificate and Diploma course in Geomatics Programmes for 2018/2019 academic year. All payments to the Institute must be made through **PRINCIPAL ARDHI INSTITUTE MOROGORO A/C No. 22101100065** NMB BANK- Wami Branch, Morogoro. No student will be registered without paying the required fees. *Cash payments will not be accepted*

A: FEES PAYABLE DIRECTLY TO THE INSTITUTE

S/N	DESCRIPTION OF FEE COMPONENTS	BASIC CERTIFICATE (NTA 4)	CERTIFICATE (NTA 5)	DIPLOMA (NTA 6)
1.	Tuition fee	800,000/=	1,000,000/=	1,000,000/=
2.	Registration fee (annually)	30,000/=	30,000/=	30,000/=
3.	Exams & NACTE fee (annually)	170,000/=	170,000/=	170,000/=
	TOTAL	1,000,000/=	1,200,000/=	1,200,000/=

MODE OF PAYMENT

Payment can either paid in full or by instalment as shown hereunder.

S/N	CLASS	1ST SEMESTER	2ND SEMESTER	TOTAL TSHS.
1.	BASIC CERTIFICATE IN GEOMATICS (NTA 4)	500,000/=	500,000/=	1,000,000/=
2.	CERTIFICATE IN GEOMATICS (NTA 5)	600,000/=	600,000/=	1,200,000/=
3.	DIPLOMA IN GEOMATICS (NTA 6)	600,000/=	600,000/=	1,200,000/=

NB: Each instalment shall be due at the beginning of each semester prior to registration

B: ALLOWANCES PAYABLE DIRECTLY TO THE STUDENTS BY PARENTS / GUARDIANS/ SPONSORS

S/N	DESCRIPTION	DURATION	AMOUNT
1.	Field attachment	During field attachment period (49 Days)	290,000/=
2.	Minimum meal allowance	Per day (5,000/= x 245 days = 1,225,000/=)	1,225,000/=
3.	Campus Accommodation	Annually	120,000/=
4.	Project Report writing	For second Year Diploma	100,000/=
5	Caution money	Once	30,000/=
6	Identity card	Once	10,000/=
7	Medical expenses	NHIF per year	50,400/
8	Student Organization	Once per year	10,000/=
9	T-Shirt	Once	15,000/=
JUMLA			TSH 1,835,955/=

6. FIELD ALLOWANCE:

Allowance rate is TSH 10,000/= per day excluding transport. Total duration for the field work is 49 days; therefore for pre-service students (**A student who has completed either Form four (IV) OR Form six (VI) and joined directly to the Institute within a period of TWO YEARS**). *For in-service students' and self employed students fieldwork costs are ENTIRELY the responsibility of their employers/sponsors.* The Institute will not involve itself with accommodation and medical expenses during fieldwork.

It should be clear that fieldwork cost is sharing manner between The Institute and Parents/Guardians/ Sponsor which is as follows;

- a) The Institute will pay him/her 5000/= x 49 days = TSH 290,000/= of the fieldwork costs which is 50% of the total cost Field work practical.
- b) Parents/Guardians/ Sponsors will pay Him/her 5000/= x 49 days = TSH 290,000/= of the fieldwork costs which is 50% of the total cost Field work practical.
- c) To and fro transport fare will be provided by the Institute

7. EQUIPMENT REQUIRED:

You are required to come with the following equipment for use during the course:-

- Scientific calculator
- Drawing equipment (Triangular Scale, T square, Clutch pencil drawing films etc)

8. CLOTHING AND BEDDING:

The Institute will provide you with a bed and a mattress. You are therefore advised to bring with you the following:

- 1 Blanket
- 2 Bed Sheets
- 1 Pillow
- 1 Mosquito net
- 2 Buckets

The Institute will not assist you with any clothing

9. DATE OF OPENING THE INSTITUTE

The reporting date is on 05th October, 2018. **All correspondents should be addressed to the Principal Ardhi Institute Morogoro, P. o. Box 155 MOROGORO**

C: GENERAL INFORMATION

- (i) Fees once paid are **Not Refundable**
- (ii) Accommodation fee should be paid through the Institute bank account given in item (6) above

(iii) Money for private use should not be deposited into the Institute bank account. In default thereof 10% will be charged as bank charges

(iv) The Institute deserves the right to change the rate of fees at any time during the year as deemed fit.

(v) No student shall be allowed to sit for the Institute examinations without paying fees

(vi) Location of **THE ARDHI INSTITUTE MOROGORO**

The institute is located at the centre of Morogoro municipality along old Dar es Salaam road. The Institute is nearby to Magereza, Bungo Primary School, Morogoro Repheral Hospital and Morogoro football ground. It is 6 km from the main bus terminal. Transports are available from Main bus terminal to min bus stand which is near by the institute.

LOCALITY SKETCH FOR ARDHI INSTITUTE MOROGORO

