



ST.MAXIMILLIANCOLBE HEALTH COLLEGE

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JOINING INSTRUCTIONS FOR TECHNICIAN CERTIFICATE & ORDINARY DIPLOMA STUDENTS

NAME OF STUDENT SELECTED

1.0 Welcome message

It is a pleasure for the management of St. Maximiliancolbe Health College to welcome all students who have been selected to join our esteemed institution in academic year 2019/2020.

1.1 Location of the College

St.maximilliancolbe Health College in Tabora Municipal, Ipuli Street near Majengo Primary School.

1.2 Date of arrival and Registration

All selected students should report at St. Maximiliancolbe College on 23rd September 2019 from 8.00 AM - 4.00 PM for registration. Our first semester studies will commence on 30th September 2019

2.0 Payment Fees and Registration

Fees and other financial payment are responsibility to students and parent, sponsor or guardian. Fees are payable in full at the beginning of academic year or in two equal installments at beginning of each semester

2.1 Fees payable are detailed below

All prescribed fees shall be paid directly into College Bank Accounts below:

***** For any kind of payment, the institute DOES NOT accept CASH *****

ACCOUNT NAME: ST. MAXIMILLIANCOLBE COLLEGE		
1	CRDB BANK	0150479968300
2	NMB BANK	51010016891

i) Tuition Fee 1,500,000/= Per year

The Tuition Fee must be paid before or during registration. It can be paid either in Full (1,500,000/=) or in two equal installments at the beginning of each semester (750,000/=) or in three equal installments 500,000/= at the beginning of every three months.

ii) Administrative Fee

The Administrative Fee must be paid in Full before or during the registration

The Above Administrative Fee is classified below:

No	ADMINISTRATIVE FEES	AMOUNT (Tsh) 1 ST YEAR	2 ND YEAR	3 RD YEAR
1	Registration fees	10,000/=	10,000/=	10,000/=
2	Identity Card (ID)	10,000/=	-	-
3	Student Union	10,000/=	10,000/=	10,000/=
4	Uniforms	120,000/=	-	-
5	Medical Fees	100,000/=	100,000/=	100,000/=
6	Exams Fees	100,000/=	100,000/=	100,000/=
8	Field Practice	100,000/=	100,000/=	100,000/=
9	Caution money	20,000/=	20,000/=	20,000/=
10	Quality Assurance	15,000/=	15,000/=	15,000/=
11	Ministry of Health Exam	150,000/=	150,000/=	150,000/=
12	Accommodation (Hostel)	400,000/=	400,000/=	400,000/=
13	Graduation Fee	-	50,000/=	50,000/=
	TOTAL	1,035,000/=	955,000/=	955,000/=

Students are required to submit original pay slip to the bursar's office during registration, any other document for the identification of payment other than the mentioned herein above is not allowed.

NB: Fees paid shall not be refunded if a student withdraws, terminated or discontinue from the college.

2.2 Documents and Registration

All new students are supposed to come along with:

- a. **Original Academic Certificates or Original Result Slips**
- b. **Original Birth Certificates**

ii. There shall be no permission to change names appearing on submitted certificates during registration process unless stated otherwise

2.2 During and After Registration

- i. No student shall be allowed to postpone studies after the academic year has begun except under special circumstances. Permission to postpone studies shall be considered after the student has produced satisfactory evidence of the reasons for postponement to the Director. Special circumstances shall include ill health or serious social problems.
- ii. Students shall commit themselves in writing to abide by the College's Rules and Regulations as required in the registration form. A copy of the students' rules and Regulations shall be made available to the student through the office of the Dean of Students.
- iii. Students shall be issued with identification cards, which they must carry at all times and which shall be produced when demanded by appropriate College Officers. The identity card is not transferable and any fraudulent use may result in loss of student privileges or suspension.
- iv. When a student loses the identity card, he/she shall report to the Office of Dean of Students, where a new one can be obtained after paying an appropriate fee (currently Tsh 10,000/=) as stipulated under College Rules and Regulations.
- v. A student registered for a course program meet St. Maximilliancolbe Health College may not enroll con-currently in any other institution without special permission in writing of the appropriate inter-institutional arrangements or cooperation.
- vi. No exemption will be given from College courses which a student may claim to have done elsewhere.

3.0 Hostel Accommodation

There is limited accommodation of hostels available around the college at cost of 400,000/=payable in full per year or 200,000/= in two equal installment at the beginning of each Semester.

3.1 Uniforms

Cost payable for uniforms a student shall be provided two trousers, two shirts, one t-shirts and one clinical coat for males. And two gowns, one t-shirt and one clinical coat for females.

3.2 Meals and Stationery allowances

The College has cafeteria where students are served meals at affordable costs of 3000/= per day, Cost for student's meal and stationery services is upon the student, parents, guardians or sponsors.

4.0 Field work Practice

The amount payable for field work practice is Tsh.100,000/= for supervision and support of tutors at the area where students are located for field work practice.

5.0 Worship

A student is allowed to belong to any religious group as allowed by the laws of Tanzania.

6.0 Communication

The registered students shall be required to visit notice board at all the time during the semester.

7.0 Discipline

- i. Students are supposed to demonstrate good behavior within and outside the campus. Student must follow St.maximilliancolbe College By-laws rules and regulations.
- ii. Failure to follow by-laws, rules and regulations disciplinary actions shall be taken against.