

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT

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Ardhi Institute Tabora,
4 Ardhi Street,
P.O. Box 744,
45112 – TABORA.

09th June, 2025

To: Mr/Miss/Mrs.

**RE: CONGRATULATIONS ON YOUR ADMISSION TO ARDHI INSTITUTE
TABORA FOR ACADEMIC YEAR 2025/2026**

I am pleased to inform you that you have been selected to join Ardhi Institute Tabora to pursue Basic Technician Certificate/ Technician Certificate/ Ordinary Diploma
in.....

Please find below the instructions for joining Ardhi Institute Tabora.

STUDENT JOINING INSTRUCTIONS - ACADEMIC YEAR 2025/2026

1.0 DATE OF OPENING THE INSTITUTE FOR THE 2025/2026 ACADEMIC YEAR

The official opening date for Ardhi Institute Tabora for academic year 2025/2026 is **03rd November 2025**.

The first week is for registration and orientation but lectures start on **10th November, 2025**. All new students are required to participate in the orientation programme; more information about it will be given to you on your arrival.

You should therefore arrive at the Institute campus not later than **17th November, 2025**. Failure to that the vacancy will be forfeited and given to another candidate.

2.0 APPLICATION FOR LOANS

Selected students may apply for a **LOAN** to fund studies through Higher Education Students Loan Board (HESLB). Guidelines for loan application and almanac for loan application can be downloaded from HESLB website.

3.0 DECLARATION REGARDING COMPLETION OF THE COURSE

All candidates confirming acceptance of offer of place at Ardhi Institute Tabora must undertake to complete the courses they have been admitted to. You should therefore, read and complete Form **A, B and C** (i.e. Personal particulars, Declaration and Medical Examination) and submit them on your arrival at the Institute.

4.0 MEDICAL EXAMINATIONS

- 4.1 Admission into Ardhi Institute is conditional upon a satisfactory medical report being received by the Institute Authority at the first week of your arrival. Students are therefore required to undergo medical examination by registered/Government Medical officer before registration.
- 4.2 You are therefore requested to present **FORM 'C'** to a Government Medical Officer requesting a Medical Examination and return the form on your arrival at the Institute.
- 4.3 Note that the student himself/herself is responsible for any Medical Examination fees required to be paid for medical examination.

5.0 TRAVEL ARRANGEMENTS

- 5.1 You are responsible for your own travel arrangements to and from the Institute.
- 5.2 Students arriving by Rail or Bus should proceed to the Institute campus located at **Cheyo 'B' Area**, approximately **3km from Railway Station** and **4km from the bus stand at the town centre** along Airport Road.

6.0 RESIDENCE

The Institute provides accommodation places at the Institute hostel/halls of residence on-campus to students with special needs/physically disability and all female students.

All male students will be accommodated at nearby off-campus Institute hostels. It is **compulsory** for all students to live in the Institute on campus and off campus hostels. Students that will not get accommodation places shall be allowed to seek for accommodation places off-campus.

Students that will be accommodated in the **Institute hostels** on-campus and off campus are obliged to pay accommodation fees at an authorized rate. Accommodation will be provided only after payment of **TZS 150,000.00 per semester**.

It is the Institute policy that students share a room, and there is no provision for married students and nursing mothers to have their private rooms.

Some rooms are well modified to accommodate students with special needs like physical disability.

- 6.1 All on-campus students are advised to bring the following:

- two pairs of bed sheets
- a pillow and two pillow cases
- a mosquito net

- 6.2 All students are responsible for room cleanliness and care for personal properties.

- 6.3 All students must abide with the Institute Living Regulations/By-laws.

7.0 ACADEMIC DOCUMENTS

Confirmation of your Admission to the Institute is subject to the satisfactory verification of the academic qualifications you gave on your application form by the Institute Authority.

You must bring with you the **certified photocopies** of your Certificate of Secondary Education Examination (CSEE) /Form IV or Equivalent, Advanced

Certificate of Secondary Education Examination (ACSEE) / Form VI or Equivalent and/or any other documents relevant to your admission.

8.0 RELEASE FROM EMPLOYER

The Institute will not be in a position to register any **In-service candidate** as a student, unless the Institute Authority receives written evidence from the candidates' employer that he/she has been officially released from the job to pursue with his/her studies. Bring such written evidence with you for use during Registration period on your arrival.

9.0 CHANGE OF ACADEMIC PROGRAMME

All students will be registered into the courses they have been admitted to. No student is permitted to change course without the approval of his/her sponsor, approval of the Institute Admission Committee and approval of National Council for Technical and Vocational Education and Training (NACTVET)

Procedures for changing the course will be on condition that:-

- (i) There is a vacancy
- (ii) A student has met the criteria used to select students to that course.
- (iii) Successful payment of transfer fee as stipulated by NACTVET.

10.0 SUBSISTENCE ALLOWANCE FOR FIELD WORK

The Subsistence allowance for field work practical will be met **fully** by student's Parents/Guardians/Sponsor/Employer.

11.0 STATIONERY, EQUIPMENTS AND INSTRUMENTS

Each student is required to have **a laptop** and the following instruments/ stationeries;

- i. Scientific calculator
- ii. 7 counter books
- iii. Mathematical set

Other technical instruments/stationeries will be communicated to students on arrival.

11.0 STUDENTS ORGANISATION

There is an Institute Students Organization (ARITASO) to which all students are members. A student is obliged to pay a membership fee of **TZS 15,000.00** annually

12.0 CATERING SERVICES (MEALS)

Catering services at the Institute are commercialized and shall be offered by private authorized provider within the campus at reasonable and acceptable rates. Students are **not allowed to cook** in halls of residence and therefore are required to use the available catering services by **paying cash** for their meals.

13.0 SPORTS AND GAMES

All students are required to participate in sports and games for their good health and physical fitness. Therefore, you are required to bring with you the following:

- (i) Track suit
- (ii) A pair of training shoes

14.0 LIVING REGULATIONS

All admitted students shall abide to the Institute Living Regulations/By-Laws as will be provided through the Students' Organization.

15.0 EXAMINATION REGULATIONS

All admitted students shall abide to the Institute Examinations Regulations as will be provided through the Students' Organisation.

16.0 STUDENT'S DRESS CODE

Students are expected to appear neat, uphold high standards of conduct and behavior both on and off campus. They should portray moral and ethical behavior, conducting themselves with pride and respect while abiding to the public Service Circular NO. 3 on Dress Code 2007. Students are not allowed to wear any kind of dressing that Institute Officials may deem inappropriate.

17.0 INSTITUTE FEES AND CONTRIBUTIONS FOR ACADEMIC YEAR 2025/2026

- (i) The Institute is fully registered and accredited with the National Council for Technical and Vocational Education and Training (NACTVET).
- (ii) Annual college fees and other contributions paid direct to the Institute for Basic Technician Certificate Courses (NTA Level 4) is as follows:
 - (a) On campus TZS 1,130,000.00 (TZS One million one hundred and thirty thousand only)
 - (b) Off campus TZS 830,000.00 (TZS Eight hundred and thirty thousand only)
- (iii) Annual college fees and other contributions paid direct to the Institute for Technician Certificate and Ordinary Diploma Courses (NTA Level 5 and NTA Level 6) is as follows:
 - (a) On campus TZS 1,330,000.00 (TZS One million three hundred and thirty thousand only)
 - (b) Off campus TZS 1,030,000.00 (TZS One million and thirty thousand only)
- (iv) NO CASH MONEY WILL BE ACCEPTED AT THE INSTITUTE, Fees should be paid using Control Numbers that will be provided by the Institute to the students after arriving at the Institute. **FAILURE TO PAY INSTITUTE FEES AND CONTRIBUTIONS ON TIME WILL RESULT FOR A STUDENT TO BE ORDERED TO RETURN HOME.**
- (v) The fees may be paid in full or two instalments – See the fee structure attached herewith.
- (vi) Fees paid will not be refunded if a student withdraws or leaves the Institute after registration.
- (vii) For request of Control Number for payment of Institute Fees, call **0764 015188 (Accountant)**

FEE STRUCTURE FOR ACADEMIC YEAR 2025/2026

A. Fees paid direct to the Institute –Basic Technician Certificate Courses (NTA Level 4)

S/N	Description	Semester		Total TZS
		1 ST semester TZS	2 nd semester TZS	
1	Tuition fee	310,000.00	310,000.00	620,000.00
2	Registration fee	15,000.00	15,000.00	30,000.00
3	Examination fee	35,000.00	35,000.00	70,000.00
4	Caution money	30,000.00	-	30,000.00
5	Academic Transcript	-	30,000.00	30,000.00
6	Accommodation on campus	150,000.00	150,000.00	300,000.00
7	NACTVET Quality Assurance fee	20,000.00	-	20,000.00
8	Graduation fee	30,000.00	-	30,000.00
Total TZS		590,000.00	540,000.00	1,130,000.00

B. Fees paid direct to the Institute –Diploma Courses (NTA Level 5 & 6)

S/N	Description	Semester		Total TZS
		1 ST semester TZS	2 nd semester TZS	
1	Tuition fee	410,000.00	410,000.00	820,000.00
2	Registration fee	15,000.00	15,000.00	30,000.00
3	Examination fee	35,000.00	35,000.00	70,000.00
4	Caution money	30,000.00	-	30,000.00
5	Academic Transcript	-	30,000.00	30,000.00
6	Accommodation on campus	150,000.00	150,000.00	300,000.00
7	NACTVET Quality assurance fee	20,000.00	-	20,000.00
8.	Graduation fee	30,000.00	-	30,000.00
Total TZS		690,000.00	640,000.00	1,330,000.00

C. Direct Student expenses and other Institute fees

(Payable direct to student by parents/guardians/employer/sponsor)

S/N	Description	Amount TZS	Duration
1	Student Identity Card fee	10,000.00	Annually
2	Ardhi Institute Tabora Student Organization (ARITASO) Contribution	15,000.00	Annually
3	Ardhi Institute Tabora T - Shirt	15,000.00	Annually
4	Medical Insurance Card	50,400.00	Annually
Total		90,400.00	Annually

D: LIVING EXPENSES

1. Minimum meal allowance is assumed to be 10,000.00 per day.
2. Medical expenses and personal liabilities are not covered by the Institute. It is advised to come with your **Medical Insurance Card** or payments of **TZS 50,400.00** to **NHIF** for covering those expenses per year.
3. Total duration for field practical is **49 days**. Field practical subsistence allowance rate is assumed to be **TZS 10,000.00** per day. Transport to and from the site of the field practical is assumed to be **TZS 200,000.00**.
4. Book Allowance is assumed to be **100,000.00 per semester**.
5. Stationary Allowance is assumed to be **75,000.00 per semester**.
6. The amounts shown from items **NO. 1 - 5** in **PART D (LIVING EXPENSES)** are **recommendations of costs which will be paid by a parent/guardian or employer**. and therefore, do not overrule official allowances whenever such rates are applicable to an organization or sponsor.
7. **THESE FEES AND EXPENSES ARE SUBJECT TO REVIEW WHENEVER NEED ARISES**

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ARDHI INSTITUTE TABORA



PERSONAL PARTICULARS OF A STUDENT ADMITTED
AT ARDHI INSTITUTE TABORA FOR ACADEMIC YEAR 2025/2026

1. Surname

2. Other names

3. Tel No.....

4. Date of Birth:

5. Place of Birth:

District:

Region:.....

6. Nationality.....

7. Religion

8. Parents/ Guardians: Name and Address

.....

.....

9. Permanent Home Address :

.....

.....

10. In case of non-Tanzanian, state whether acquired Tanzanian citizenship and if so,

Quote Registration No.and date of Registration.....

11. If married give name of wife/husband and her/his present address:

.....

.....

Recent
coloured
Passport size
PHOTO

NB: (Form A, B & C must be submitted when the student reports to the Institute for registration)

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ARDHI INSTITUTE TABORA



DECLARATION FORM

1. STUDENT DECLARATION AND SIGNATURE:

I declare that the information stated above is true and correct and that I undertake to successfully complete the Course I have been selected and accept to take up duty as I may be directed by the Government of the United Republic in accordance with the manpower needs of the Nation. I further undertake to abide by the Rules and Regulations regarding my studies, attendance and disciplinary conditions in the event of my failure in any of those aspects.

.....
Name (in Block Letters) Signature
Date.....

Name of the course to be admitted:

.....

2. PARENTS/GUARDIANS/SPONSOR/EMPLOYER DECLARATION AND SIGNATURE:

I hereby declare full responsibility to pay fees and any other costs involved in pursuance of the course to be attended by Mr/Mrs/Miss.....
at Ardhi Institute Tabora.

.....
Name Telephone number

.....
Position

.....
Signature & Official Stamp (if applicable) Date.....

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ARDHI INSTITUTE TABORA



MEDICAL EXAMINATION FORM

(To be completed by a Government Medical Officer)

TO: The Medical Officer,

.....
.....

FROM: The Principal, Ardhi Institute Tabora,
P.O. Box 744, TABORA.

Date:.....

Mr./Mrs./Miss
(Students' Full Name)

Please examine the above as to his/her physical and mental fitness for a full time Training Course. The examination should include the following categories:

1. (a) Eye - Sight(b) Hearing
(c) Venereal Diseases(d) Leprosy
(e) Epilepsy.....(f) Colour vision.....
(g) Stereoscopy
2. Neurosis3. Pregnancy.....
3. Other serious diseases
4. Allergy

Declaration:

I declare that this student was examined accordingly by me (Medical Officer) and that the findings/recommendations recorded in this form was done by me in person and in good faith this day of

In connection to the above findings/recommendations, I declare that he/she is physically fit/unfit and mentally fit/unfit for a full time training course.

Name of Medical Officer:

Qualification:

Signature:

Designation & Official Stamp: