



INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY

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DATE: 30/09/2024

DEAR

REF: ADMISSION INTO BASIC CERTIFICATE IN INFORMATION

(NTA LEVEL 4) ACADEMIC YEAR 2024/2025.

We are pleased to inform you that your application for admission into **INFORMATION TECHNOLOGY** Programme has been approved. You are supposed to report at the institute on 07/10/2024 for registration of applied programme at the Institute of Heavy Equipment and Technology (IHET).

A. GENERAL INFORMATION

1. Application form cost **Tsh. 10,000/=**, once application form fee paid is not refundable.
2. Tuition fee Payments should be made through the following account number CRDB A/C No. **0150335670200**, A/C Name: INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY.
3. New students will only be admitted upon producing a satisfactory medical report of health fitness. You are therefore requested to undergo a medical examination by a registered medical practitioner or from a Government Hospital before coming to the Institute.
4. On arrival, you are supposed to report to the Registrar's office for registration after submission of the following: -
 - a. Evidence of tuition and other fees payment
 - b. The letter of invitation to join the Institute
 - c. A duly filled Medical Examination Form
 - d. Original Academic Certificates and, including copies of each Academic Certificates
 - e. Original Birth Certificate with a copy.
5. Failure to register within the first two weeks (10 working Days) after opening of the Institute shall lead to cancellation of your admission.
6. All level 4 and 5 students are required to pay 10,000/= (during registration) as caution Money. Caution money is refundable at the end of the programme provided the payee did not cause

Any loss or damage to the Institute's property during the study period. Where the loss exceeds the caution money the student shall top up the difference.

7. Every student shall be a member of the Students' Organization (IHETSO). Every member is obliged to pay a membership fee of ten thousand Shillings (10,000/=) annually
8. Students are advised to come with all necessary items for their studies e.g. exercise books, pens, calculators, laptops and tools, etc.

B. HOSTEL SERVICES

Students accommodated in the Institute's hostels must observe rules and regulations pertaining to students conduct and discipline (by-laws). The institute reserves the right of admission to the hostels

1. Hostel **80,000/=** per month paid for two months (Short courses, Excluding meals).
2. Hostel for Diploma and Certificate courses students is **600,000/=** per academic year (Excluding meals).
3. Payments for **Hostel Services** should be made to service providers

C. FEE STRUCTURE FOR IT PROGRAMME AT THE INSTITUTE

(a) Direct Payment to the Institute (TZS)

S/N	DESCRIPTION	1ST YEAR (NTA 4)	2ND YEAR (NTA 5)	3RD YEAR (NTA 6)
1	Tuition fees (20% OFF OFFER)	640,000/=	720,000/=	1,440,000/=
2	Certificate fee	40,000/=	40,000/=	40,000
3	Registration fees	10,000/=	10,000/=	10,000/=
4	Cautions money	10,000/=	10,000/=	10,000
5	Medical insurance	50,400/=	50,400/=	50,400/=
6	Students' identity card	10,000/=	10,000/=	10,000/=
7	Examination fees	50,000/=	50,000/=	50,000/=
8	Library membership fees	15,000/=	15,000/=	15,000/=
9	Students' organization (IHETSO) fee	10,000/=	10,000/=	10,000/=
10	Students' relief funds	5,000/=	5,000/=	5,000/=
11	NACTEVET Quality assurance fee	15,000/=	15,000/=	15,000/=
TOTAL		855,400/=	935,400/=	1,655,400/=

Foreign Students

(a) Direct payments to the Institute (USD)

S/N	DESCRIPTION	NTA LEVEL 4	NTA LEVEL 5	NTA LEVEL 6
1	Other fee(s)	170 usd	170 usd	170 usd
2	Tuition fee(s)	615 usd	665usd	1,115 usd

Mode of payment

All payments are supposed to be paid to the Institute account mentioned above in CRDB bank

1. First installment in registration day

S/N	DESCRIPTION	1 ST YEAR (NTA 4)	2 ND YEAR (NTA 5)	3 RD YEAR (NTA 6)
1	Tuition fees	300,000/=	325,000/=	720,000/=
2	Certificate fee	40,000/=	40,000/=	40,000/=
3	Registration fees	10,000/=	10,000/=	10,000/=
4	Cautions money	10,000/=	10,000/=	10,000/=
5	Medical insurance	50,400/=	50,400/=	50,400/=
6	Students' identity card	10,000/=	10,000/=	10,000/=
7	Examination fees	50,000/=	50,000/=	50,000/=
8	Library membership fees	15,000/=	15,000/=	15,000/=
9	Students' organization (IHETSO) fee	10,000/=	10,000/=	10,000/=
10	Students' relief funds	5,000/=	5,000/=	5,000/=
11	NACTEVET Quality assurance fee	15,000/=	15,000/=	15,000/=
TOTAL		515,400/=	540,400/=	935,400/=

2. Second installment is 50% of tuition fees and student should pay as follow

S/N	DESCRIPTION	1 ST YEAR (NTA 4)	2 ND YEAR (NTA 5)	3 RD YEAR (NTA 6)
1	Tuition fees	300,000/=	325,000/=	720,000/=
TOTAL		300,000/=	325,000/=	720,000/=

MEDICAL REPORT FORM

Student Name:

Course Applied:

Please examine the above mentioned as to his/her physical and mental fitness for a fulltime schooling course.

MEDICAL CERTIFICATE: (Please write in capital letters in clear and legible form or print) Ihave examined the above named

And found that he/she is FIT/UNFIT for a full-time schooling course

Eye
sight.....

Hearing
.....

Limbs
.....

Speech
.....

Leprosy
.....

Epilepsy
.....

Neuroses
.....

Other serious diseases
.....

Other comments and observations

Date Signature

Hospital Designation

Official stamp: