INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY

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APPLICATION FORM FOR ICT PROGRAM
NTA LEVEL 4 - 6

Affix a self-attested passport size photograph

1. FOR OFFICIAL USE ONLY

S/No. of Application	Year	Course	Approved Not Approved

2. COURSE APPLIED FOR:

………

3. PERSONAL DETAILS

Male/Female	First Name		Middle Name	Surname	Marital Status

Nationality	
Place of Birth	
Date of Birth	
Physical Address	
Street No/Name	
Mobile Phone (s)	
Fax	
E-mail address	
Date of Admission	
End of Course date	
Postal Address	
Intake	

4. EMPLOYMENT RECORD *(If applicable)*

Job Title	Position	Organization	Duration

5. EDUCATIONAL QUALIFICATIONS (*Please enclose photocopy certificates*)

Institution/Council of Examination	Level ('O', 'A' etc)	Year of passing	Division/Class/ Grade/Points

6. DOCUMENTS ENCLOSED WITH THE APPLICATION

i. Three copies of passport size photograph with signature.

ii. Photocopies of certificates of educational qualification.

iii. Any other relevant certificates.

7. DECLARATION OF THE APPLICANT

I undertake that if at any stage, it is found to the satisfaction of the Institute authority that the information given by me is false the Institute may cancel my registration and the entire amount of fee which I will have paid will not be refunded.

Signature of the Candidate…………………………………

Date: …………………………………………………

8. DECLARATION OF SPONSOR

I (*Full Name*)……………………….…………………………………………………………….

(*Relationship*) …………………….........of..(*Name of Student*)

Who has applied for..course hereby declare

that I shall bear all the costs incurred by the student.

Signature of the Sponsor………………………………………………………………..

Contact Address ……………………………………………………………………

Telephone No………………………………………………………………………

Mobile. ……………………………………………………...……………………….

E-mail address ……………………………………………………………………..

Date: …………………………………………………………………………………

NOTE:

Payment for application form, registration fee(s) and other fee(s) should be made to the following accounts number NMB A/C No. 24710009138, and Tuition fee(s) payments should be made to CRDB A/C No. 0150335670200, A/C Name: INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY.

IMPORTANT INFORMATION

A. APPLICATION FORM
   ❖ Once application form fee paid is not refundable.
   ❖ Application form will be valid until the end of respective intake
   ❖ Payments for school fees should be made through the following account number CRDB A/C No. **0150335670200**, A/C Name: INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY. Application fee, other fees and hostel should be made through NMB A/C No. **24710009138**, Account name INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY.

B. Courses
   ❖ Certificate in ICT (NTA Level 4)
   ❖ Diploma in ICT (NTA Level 5 - 6)

Short courses

   ❖ Computer courses (General Introduction to computer).
   ❖ Computer Applications.
   ❖ Computer maintenance and repair
   ❖ Website Design
   ❖ Computer Graphics Design
   ❖ Software development and programing

Professional courses

   ❖ Tally accounting package
   ❖ Quick book accounting package
   ❖ Project management tools
   ❖ Counseling career advice

C. Fee structure
I. ICT Programme

S/N	DESCRIPTION	1st YEAR	2nd YEAR (NTA 5)	3rd YEAR (NTA 6)
1	Tuition fees (full Time)	850,000/=	900,000/=	900,000/=
2	Certificate fee	40,000/=	-	-
3	Registration fees	10,000/=	10,000/=	10,000/=
4	Cautions money	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 (SOATECO) 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		**1,065,400/=**	**1,065,400/=**	**1,065,400/=**

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Foreigners Fee(s)

S/N	Description	1st yearss	2nd year	3rd year
1	Other fee(s)	170 usd	170 usd	170 usd
2	Tuition fee(s)	650 usd	650 usd	650 usd

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

II. Mode of Payments

The tuition fee can be paid into phases, the first phase **60% of tuition fee(s) plus other fee(s)** this must be paid before registration and the remaining **40%** will be paid at the beginning of the second semester. However, the institution encourages the students to pay the whole fee before starting their classes to avoid some inconveniences.

III. Hostel Services

i. Payments for **Hostel Services** should be made to service providers.

IV. Entry Requirements

A. Entry Requirement for Certificate and Diploma Courses NTA Level 4

❖ The minimum entry requirements for the Basic Technician Certificate in Computing Information and Communication Technology (NTA Level 4) programme shall be: -

- Possession of Secondary School Education Certificate (CSEE) with at least four passes. A pass grade is any grade score equivalent to "D" or higher.

❖ The minimum entry requirements for Ordinary Diploma in Information and Communication Technology (NTA Level 6) programme shall be: -
- Possession of Basic Technician Certificate (NTA Level 4) In Information and Communication Technology (ICT) related fields or its equivalence established by NACTVET.
- Possession of at least one subsidiary and one principle at A-Level excluding non-religious subjects or its equivalence set by NECTA.s

B. Entry Requirement for Computer courses- short course

i. Standard seven leaver and above with English language and mathematics skills.
ii. Should have obtained "O" Level secondary education and above