

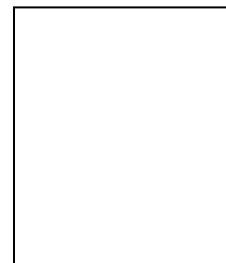
NJUWENI INSTITUTE OF HOTEL, CATERING AND TOURISM MANAGEMENT

P.O. Box 30133, TEL: 023-2402270/71/2402267 FAX: 24022669 E-mail njuwenikh@yahoo.com. KIBAHA – COAST REGION



APPLICATION FORM

APPLICANT'S PARTICULARS



AGE GROUP: 1-18 19-25 26-35 35 above

SURNAME: _____ OTHER NAMES: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

GENDER: _____ MARITAL STATUS: _____

NATIONALITY: _____

NO.	COURSES OFFERED	COURSE CODE	TICK (✓)
A: LONG COURSES UNDER VETA (NVA) LEVEL I-III			
1.	Tourism and Tour Guiding	TTG 101	
2.	Food Production	FB 102	
3.	Front Office Operations	FO 103	
4.	Full Secretarial Studies	SS 104	
B: SHORT COURSES			
1.	Basic Hotel and Catering Management	BHCM 104	
2.	Food Production	FP 105	
3.	Bakery and Pastry	BP 106	
4.	Secretarial Studies	SS 107	
5.	Communication Skills English OR French	CEF 108	
6.	Basic Computer Studies	BCS 109	
7.	Computer Repair and Maintenance	BCS 110	
8.	WEB Design	WD 111	
9.	Computer Graphics	CG 112	
10.	Video Shooting	VS 113	

EDUCATION BACKGROUND

LEVEL	INSTITUTION	FROM	TO
Primary			
Ordinary Secondary			
Advanced Secondary			
College			

FEES STRUCTURE

A. SHORT COURSES					
S/N	NAME OF COURSE	DURATION	FEES		TOTAL
			TRAINING CHARGES	HOSTEL CHARGES	
1.	BASIC HOTEL MANAGEMENT	9 Months	650,000.00	800,000.00	1,450,000.00
2.	FOOD PRODUCTION	3 Months	500,000.00	600,000.00	1,100,000.00
3.	SECRETARIAL STUDIES	6 Months	650,000.00	1,090,000.00	1,740,000.00
4.	BASIC COMPUTER STUDIES	4 Months	240,000.00	760,000.00	1,000,000.00
5.	COMPUTER REPAIR & MAINTENANCE	3 Months	300,000.00	590,000.00	890,000.00
6.	BASIC GRAPHICS DESIGN	3 Months	300,000.00	590,000.00	890,000.00
7.	ADVANCED GRAPHICS DESIGN	3 Months	600,000.00	590,000.00	1,190,000.00
8.	WEB DESIGN	3 Months	400,000.00	590,000.00	990,000.00
9.	COMMUNICATION SKILLS (ENGLISH OR FRENCH)	3 Months	90,000.00	590,000.00	680,000.00
10.	VIDEO SHOOTING	2 Months	300,000.00	330,000.00	630,000.00
B. LONG COURSES NVA LEVEL I – III , TWO YEARS PROGRAMMES					
1.	FOOD PRODUCTION	900,000/= Per year	1,150,000/=per year	2,050,000/= Per year	
2.	TOURISM & TOUR GUIDING	900,000/= Per Year	1,150,000/=per year	2,050,000/= Per year	
3.	FRONT OFFICE OPERATIONS	900,000/= Per Year	1,150,000/=per year	2,050,000/= Per year	
4.	FULL SECRETARIAL STUDIES	900,000/= Per Year	1,150,000/=per year	2,050,000/= Per year	

OTHER CHARGES:

1.Application Form	20,000/=
2.Examination Fees	15,000/=
3.Field Administration Cost	30,000/=
4.Bima ya Afya (NIHF)	50,400/=
5.Institute T-shirt	15,000/=
6.Academic Transcript	10,000/=

PAYMENT PLAN	TICK (v)
Full payment	
Half payment	

STUDENT STATUS	TICK (v)
Day	
Hostel	

MODE OF PAYMENT

ALL PAYMENTS MUST BE DONE THROUGH ANY OF OUR BANK ACCOUNTS INDICATED BELOW:

- NJUWENI INSTITUTE**
CRDB KIBAHA
A/C No. 01J1078710900
- NJUWENI INSTITUTE**
NBC KIBAHA
A/C No. 080103000050
- NJUWENI INSTITUTE**
NMB KIBAHA
A/C No. 21201300005

BALANCE OF FEES

In case of half payment the remaining amount of fee should be paid within the theory class work period, i.e. 4 1/2 Months for basic Hotel management or 9 Months for long courses.

ADMISSION REQUIREMENTS

- An ordinary certificate of secondary education examination (CSEE)

OTHER REQUIREMENTS

Upon reporting, all students must bring the following;

1. A copy of Certificate of Secondary Education or Result Slip
2. Three current passport sized photographs.
3. A copy of Birth Certificate
4. A copy of bank payment slip
5. One RIM paper of A4 SIZE
6. For Hostel students, 2 bed sheets, 1 pillowcase, a towel, a mosquito net, a pair of pajamas or nightdress, black shoes ,white socks and eating utensils e.g. a tea cup and saucer, dinner plate, water glass, table spoon, meat knife and fork.

POINTS TO REMEMBER

1. The costs quoted here in above are for the duration when the students are provided with theoretical training at the institute.
2. Field attachment costs should be met by the students or sponsors themselves and not the Institute.
3. No discounts will be entertained by the institute when the trainee reports late for studies.
4. 60% of the training charges must be paid before commencement of training and the remaining balance before end of three months of training.
5. Should any student or sponsor fail to comply with four (4) above the trainee will neither be allowed to seat for examinations nor proceed for field training.
6. **Any payment made and receipted in respect of any charges above shall be deducted 80%. If terminated his/her Study.**
7. Hostel Charges cover Meals and Accommodation
8. **Training costs can be subjected to change anytime.**
9. The institute provides the hostel students with bed, mattress and a pillow together with tea and bread in the morning, lunch and dinner.

DECLARATION

I _____ hereby agree to financially

Sponsor, Mr. /Mrs./Miss _____ as applied.

Sponsor's postal address _____

Tel No: _____ Fax No. _____

Signature of Sponsor _____

Date of Signing _____

Official Stamp if any _____

Name of Student in full _____

Signature of Student _____

Date of Signing _____

Student's mobile Number _____

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COMPUTER PROGRAMMES

NO	COURSE	DURATION	FEES
01	Introduction to computer	2 Weeks	30,000.00
02	Microsoft word	2 Weeks	30,000.00
03	Microsoft excel	2 Weeks	30,000.00
04	Microsoft power point	2 Weeks	30,000.00
05	Microsoft access	2 Weeks	30,000.00
06	Page maker	2 Weeks	30,000.00
07	Publisher	2 Weeks	30,000.00
08	Internet	2 Weeks	30,000.00
LANGUAGES			
01	English	3 Months	90,000/=
02	French	3 Months	90,000/=

CONTACTS

P.O.BOX 30133 KIBAHA – PWANI

MOBILE: 0713 -267014/,0713 7272566/0767 666881