

# NJUWENI INSTITUTE OF HOTEL CATERING AND TOURISM MANAGEMENT

P.O.BOX 30133 PHONE: +255 23 240 2270/71 MOB: + 255 713 727 566/713 267014 KIBAHA COAST REGION TANZANIA

## CERTIFICATE 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	CODE NO.
	<b>A: NACTE ACREDITED COURSES “NTA LEVEL 4”</b>	
1.	Travel and Tourism	TT 101
2.	Food and Beverage Production and services	FBPS 102
3	Room division	RD 103
	<b>B: VETA ACREDITED COURSES “NVA LEVEL III”</b>	
1.	Food production	FP 104
2.	Front office Management	FM 105
3.	Tourism and Tour guiding	TTG 106
4.	Secretarial studies	SS 107
	<b>C: SHORT COURSES</b>	
1	Basic Hotel and Management	BHCM 108
2.	Communication Skills English/French	EL 109,FL 110
3.	Basic Computer Studies	BCS 101
4.	Video Shooting	VCS 112

	<b>NAME OF COURSE SELECTED</b>	<b>CODE NUMBER</b>

**FORMAL EDUCATION**

<b>TYPE OF SCHOOL</b>	<b>PLACE</b>	<b>FROM</b>	<b>TO</b>
Primary			
Secondary "O"			
Secondary "A"			

**PROFESSIONAL TRAINING/ OTHER TRAINING**

<b>INSTITUTION / COLLEGE</b>	<b>COURSE TAKEN</b>	<b>FROM</b>	<b>TO</b>

**PAST WORK EXPERIENCE, IF ANY**

<b>NAME OF EMPLOYER</b>	<b>POSITION HELD</b>	<b>FROM</b>	<b>TO</b>

**SPONSOR'S STATEMENT**

I \_\_\_\_\_ hereby agree to financially Sponsor

Mr. /Mrs./Miss \_\_\_\_\_ as applied.

Name of Sponsor in full \_\_\_\_\_

Address of Sponsor \_\_\_\_\_

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 \_\_\_\_\_

**Residential Address:**

City/ Municipality/Town: \_\_\_\_\_

Street Name/Area: \_\_\_\_\_

Plot No: \_\_\_\_\_

Name of Ward/ Kata \_\_\_\_\_

Cell Leader: \_\_\_\_\_

<b>PAYMENT PLAN</b>	<b>TICK</b>
Full payment	
Half payment	

<b>STUDENT STATUS</b>	<b>TICK</b>
Day	
Hostel	

**MODE OF PAYMENT**

ALL PAYMENT MUST BE PAID THROUGH OUR BANK ACCOUNTS SHOWN BELOW:

**(1) NJUWENI INSTITUTE  
NBC UBUNGO  
A/C No. 022103004290**

**(2) NJUWENI INSTITUTE  
NBC KIBAHA  
A/C No. 080103000050**

**(3) NJUWENI INSTITUTE  
NMB KIBAHA  
A/C No. 2121300005**

**(4) NJUWENI INSTITUTE  
CRDB KIBAHA  
A/C No. 01J1078710900**

**BALANCE OF FEES**

In case of half payment the remaining amount of fee should be paid within the **theory class work period ONLY.**

## FEES STRUCTURE

	NAME OF THE COURSE	DURATION	FEES ( TSH)		TOTAL
			DAY	HOSTEL CHARGES	
	<b>A: NACTE ACREDITED COURSES “ NTA LEVEL 4”</b>				
1	FOOD AND BEVERAGE PRODUCTION AND SALES	1 YEAR	850,000/=	1,050,000/=	1,900,000/=
2	TOURISM AND TOUR GUIDING	1 YEAR	850,000/=	1,050,000/=	1,900,000/=
3	ROOM DIVISION	1 YEAR	850,000/=	1,050,000/=	1,900,000/=
	<b>B: VETA ACREDITED COURSES “ NVA LEVEL III”</b>				
1	CERTIFICATE IN FOOD PRODUCTION	2 YEARS	850,000/= PER YEAR	1,050,000/= PER YEAR	1,900,000/= PER YEAR
2	CERTIFICATE IN FRONT OFFICE MANAGEMENT	2 YEARS	850,000/= PER YEAR	1,050,000/= PER YEAR	1,900,000/= PER YEAR
3	CERTIFICATE IN FOOD AND BEVERAGE SERVICES	2 YEARS	850,000/= PER YEAR	1,050,000/= PER YEAR	1,900,000/= PER YEAR
4	CERTIFICATE IN SECRETARIAL STUDIES	2 YEARS	850,000/= PER YEAR	1,050,000/= PER YEAR	1,900,000/= PER YEAR
	<b>SHORT COURSES</b>	<b>DURATION</b>	<b>FEES ( TSH)</b>		
1	CERTIFICATE IN BASIC HOTEL MANAGEMENT	9 MONTHS	600,000/=	700,000/=	1,300,000/=
2	BASIC COMPUTER STUDIES	4 MONTHS	210,000/=	660,000/=	870,000/=
6	VIDEO SHOOTING	3 MONTHS	300,000/=	495,000/=	795,000/=
7	ENGLISH LANGUAGE	3MONTHS	90,000/=	495,000/=	585,000/=

### OTHER CHARGES ( Tshs)

Registration form	10,000/=
Quality assurance fees( NACTE)	15,000/=
Field Administration costs	30,000

## **Points to Remember.**

1. All students must bring 3 passport size pictures and a copy of secondary certificate.
2. Hostel students must bring with them 2 bed sheets, 1 pillowcase, a towel, a mosquito net, a pair of pajamas or nightdress, black shoes and white socks.
3. Hostel students must bring their own eating utensils e. g a tea cup and saucer, a dinner plate, a water glass, a table spoon, a meat knife and fork.
4. The institute provides the hostel students with a bed, a mattress and a pillow together with tea and bread in the morning lunch and dinner.
5. The costs quoted here in above are for the duration when the students are provided with theoretical training at the institute only.
6. Field attachment costs will be met by the students or sponsors themselves and not the institute
7. No allowance or debate will be entertained by the institute should the trainee reported late for studies.
8. 60% of the training charges must be paid before commencement of training and the remaining balance before end of three months of training Should any student or sponsor fail to comply with fees payment regulation, trainee will neither be allowed to seat for examinations nor proceed for field training
9. Students must bring their own stationers and class text books as per course requirement

**TRAINING COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**NJUWENI INSTITUTE OF HOTEL  
CATERING AND TOURISM MANAGEMENT.**

**COMPUTER TRAINING CENTRE**

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<b>NO</b>	<b>COURSE</b>	<b>PERIOD</b>	<b>AMOUNT</b>
01	Introduction to computer	2 Weeks	25,000.00
02	Microsoft word	2 Weeks	25,000.00
03	Microsoft excel	2 Weeks	25,000.00
04	Microsoft power point	2 Weeks	25,000.00
05	Microsoft access	2 Weeks	25,000.00
06	Page maker	2 Weeks	25,000.00
07	Publisher	2 Weeks	25,000.00
08	Internet	2 Weeks	35,000.00