

NJUWENI INSTITUTE OF HOTEL CATERING AND TOURISM MANAGEMENT

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



KIBAHA – COAST REGION

APPLICATION FORM FOR BASIC CERTIFICATE COURSES

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.
	A:LONG COURSES UNDER VETA	
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 UNDER VETA	
1.	Basic Hotel and Catering Management	BHCM 104
2.	Food Production	FP105
3.	Bakery and Pastry	BP106
4.	Secretarial Studies	SS107
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

NAME OF COURSE SELECTED	CODE NUMBER

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FORMAL EDUCATION

TYPE OF SCHOOL	PLACE	FROM	TO
Primary			
Secondary "O"			
Secondary "A"			

PROFESSIONAL TRAINING/ OTHER TRAINING

INSTITUTION / COLLEGE	COURSE TAKEN	FROM	TO

PAST WORK EXPERIENCE, IF ANY

NAME OF EMPLOYER	POSITION HELD	FROM	TO

Declaration.

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 _____

Student's mobile Number _____

PHYSICAL ADDRESS:

City/ Municipality/Town: _____

Street Name/Area: _____

Plot No: _____

Name of Ward/ Kata _____

Cell Leader: _____

PAYMENT PLAN	TICK
Full payment	
Half payment	

STUDENT STATUS	TICK
Day	
Hostel	

MODE OF PAYMENT

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

**(1) NJUWENI INSTITUTE
NBC UBUNGO
A/C 022103004290**

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

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

**(4) 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.

FEES STRUCTURE

A.SHORT COURSES

	NAME OF COURSE	DURATION	FEES		
			TRAINING CHARGES	HOSTEL CHARGES	TOTAL
1	BASIC HOTEL MANAGEMENT	9 Months	600,000.00	700,000.00	1,300,000.00
2	FOOD PRODUCTION	3 Months	500,000.00	495,000.00	995,000.00
3	BAKERY AND PASTRY	3 Months	500,000.00	495,000.00	995,000.00
4	SECRETARIAL STUDIES	6 Months	600,000.00	990,000.00	1,590,000.00
5	BASIC COMPUTER STUDIES	4 Months	210,000.00	660,000.00	870,000.00
6	COMPUTER REPAIR & MAINTENANCE	3 Months	300,000.00	495,000.00	795,000.000
7	GRAPHICS DESIGN	3 Months	300,000.00	495,000.00	795,000.00
8	WEB DESIGN	3 Months	300,000.00	495,000.00	795,000.00
9	COMMUNICATION SKILLS ENGLISH OR FRENCH	3 Months	90,000.00	490,000.00	580,000.00
10	VIDEO SHOOTING	2 Months	300,000.00	330,000.00	630,000.00

B. LONG COURSES NVA (National Vocational Award) Level I – III VETA

1	FOOD PRODUCTION	2 Years	850,000= Per year	1,050,000=per year	1,900,000= Per Year
2	TOURISM & TOUR GUIDING	2 Year	850,000= Per Year	1,050,000=Per year	1,900,000= Per Year
3	FRONT OFFICE OPERATIONS	2 Years	850,000= Per Year	1,050,000=Per Year	1,900,000= Per Year
4	FULL SECRETARIAL STUDIES	2Years	850,000= Per Year	1,050,000=Per Year	1,900,000= Per Year

Other Charges:

1 Application form 10,000/= 2. Examination Fees 15,000/= 3. Field Administration cost 30,000/=
4. BIMA YA AFYA (NIHF) 50,400/= 5. INSTITUTE TSHIRT 12,000/=

ADMISSION REQUIREMENTS

An ordinary certificate of secondary education examination (CSEE)

OTHER REQUIREMENTS

1. All students must bring a copy of Certificate of Secondary Education or Result Slip and 3 passport size pictures.
2. All students must bring a copy of **Birth Certificate**
3. Hostel students must bring with them 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.
4. The institute provides the hostel students with bed, 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.
6. Field attachment costs should 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.
9. Should any student or sponsor fail to comply with eight (8) above the trainee will neither be allowed to seat for examinations nor proceed for field training.
10. Students must bring their own stationers and class text books as per course requirement and **1RIM PAPER OF A4 SIZE**

Note:

1. **Any payment made and receipted in respect of any charges above shall be deducted 80%. If terminated his/her Study.**
2. **Hostel Charges includes Accommodation and Meals.**
3. **Training cost are subject to change without notice.**

TRAINING COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

NJUWENI INSTITUTE OF HOTEL CATERING AND TOURISM MANAGEMENT

COMPUTER TRAINING CENTRE

P.O.BOX 30133, TEL: 023 – 2402270/1 Mob: 0767 666 881/0713 727 566

E-mail njuwenikbh@yahoo.com Web: www.njuweni.ac.tz

KIBAHA COAST REGION

NO	COURSE	DURATION	FEES
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
LANGUAGES			
01	English	3 Months	90,000/=
02	French	3 Months	90,000/=

CONTACTS

P.O.BOX 30133 MOBILE: 0713 -267014/,0713 7272566/0767 666881

KIBAHA - PWANI

