

NJUWENI INSTITUTE OF HOTEL CATERING & TOURISM MANAGEMENT

APPLICATION FORM FOR BASIC TECHNICIAN CERTIFICATE NTA LEVEL 4

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 NTA LEVEL 4 (under NACTE)	CODE NO.
1.	Basic Technician Certificate in Hospitality Operations	BTC HOT 100
2.	Basic Technician Certificate in Travel and Tourism	BTC TT 101

	NAME OF COURSE SELECTED	CODE NUMBER

ADMISSION REQUIREMENTS:

1. Certificate of Secondary Education Examination (CSEE) with Passes in **four subjects** excluding Religion Subjects. (Islamic Knowledge and Bible Knowledge)
2. Attain of VETA **NVA Level III** and Pass a Qualifying test from the Institute

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

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: _____

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 No. 022103004290

(2) NJUWENI INSTITUTE
CRDB KIBAHA
A/C NO 01J1078710900

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

(4) NJUWENI INSTITUTE
NMB KIBAHA
A/C NO. 2121300005

FEES STRUCTURE

No.	Name of course	Duration	Tuition Fee Per Year	
			Day (Tshs)	Boarding (Tshs)
1	Basic Technician Certificate in Hospitality Operations	1 year	850,000.00	1,900,00.00
2	Basic Technician Certificate in Travel & Tourism	1 year	850,000.00	1,900,000.00

Boarding Charges includes **Tuition Fees, Accommodation and Meals.****Other Charges:**

- | | |
|------------------------------|--------------|
| 1. Registration Form | Tshs 10,000= |
| 2. NACTE Administration Cost | Tshs 30,000= |
| 3. Quality Assurance | Tshs 15,000= |
| 4. Field Administration Cost | Tshs 30,000= |
| 5. Institute Tshirt | Tshs 12,000= |
| 6. NHIF (BIMA YA AFYA) | Tshs 50,400= |

Note: Any payment made and receipted in respect of training costs shall not be refunded under any circumstances.

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

POINTS TO REMEMBER

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 and white socks.
4. Hostel students must bring their own eating utensils e. g a tea cup and saucer, dinner plate, water glass, table spoon, meat knife and fork.
5. The institute provides the hostel students with bed, mattress and a pillow together with tea and bread in the morning lunch and dinner.
6. The costs quoted here in above are for the duration when the students are provided with theoretical training at the institute 9 months.
7. Field attachment costs should be met by the students or sponsors themselves and not the Institute.
8. No allowance or debate will be entertained by the institute should the trainee reported late for studies.
9. 60% of the training charges must be paid before commencement of training and the remaining balance beginning of second semester
10. Should any student or sponsor fail to comply with eight (9) above the student will neither be allowed to seat for examinations nor proceed for field training.
11. Students must bring their own stationers and class text books as per course requirement and **1. RIM PAPER OF A4SIZE**

CONTACTS

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Email: njuwenikh@yahoo.co. WEB SITE: www.njuweni.ac.tz

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COMPUTER TRAINING CENTRE
P.O.BOX 30133, TEL: 023 – 2402270/1
FAX: 023 – 24022689
KIBAHA COAST REGION

NO	COURSE	PERIOD	AMOUNT
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
LANGUAGE			
01	English (20,000/= per month)	3 Months	60,000/=
02	French	3 Months	60,000/=

