COVENANT INSTITUTE OF TANZANIA

REG: BTP/135

FOMU YA KUJIUNGA 2024/2025

SOMA KWA MAKINI NA JAZA NAFASI ZILIZO WAZI

JINA LA KWANZA: …… JINA LA KATI: ……..…..…...……JINA LA UKOO: …..……

TAREHE YA KUZALIWA: ……..……...…MAHALI UNAPOISHI……...…….……JINSIA: ……(ME/KE)

JINA LA MZAZI/MLEZI: ……. SAINI: ……..…… TAREHE: …..…..……..

NAMBA YA SIMU YA; MWANAFUNZI……..……. MZAZI/MLEZI: ……...…… /……

SHULE/CHUO ULICHOMALIZA: ……MATOKEO (DIVISION): ……. POINTS.……MWAKA: ……

KOZI ULIYOICHAGUA: ……(LEVEL/HATUA); ……..……..

SAINI YA MWOMBAJI: ……. TAREHE ……..……...…….....

MAELEKEZO YA KUJIUNGA:

1. Tarehe za kujiunga ni kuanzia tarehe ……/……/…… mpaka ……/……/……..…

2. Ada hulipwa kwa awamu, lakini hautaruhusiwa kufanya mtihani bila kukamilisha kiwango cha ada kwa muhula husika.

3. Kianzio cha ada kisipungue Tsh 150,000/= pindi mwanafunzi ajiungapo na chuo.

4. Ada pekee italipwa kupitia akaunti ya chuo ya CRDB namba 015c653458200 kwa jina la CIAT au VODACOM LIPA NAMBA 5794300

5. Ada ikishalipwa hairudishwi wala kubadilishiwa mwanafunzi mwingine.

6. Ada haijumuishi malipo ya mazoezi wala vitabu na vifaa vya shule.

7. Siku ya kusajiliwa, njoo na nakala zako za vyeti vya taaluma, cheti cha kuzaliwa na picha tatu za paspoti.

8. Mwanafunzi anapaswa kujaza fomu ya vipimo kutoka kwa daktari kwenye hospitali yeyote.

COURSE OFFERED

✔	CERTIFICATE AND DIPLOMA PROGRAMMES	✔	VETA SHORT COURSES	✔	OTHER VETA SHORT COURSES
☐	Pharmaceutical Science	☐	Business Operational Assistant (Boa)	☐	Computer Application
☐	Information Technology	☐	Information Communication Technology (ICT)	☐	Computer Maintenance
☐	Accounting With IT	☐	National Business Education (NABE)	☐	Graphic Design
☐	Banking And Finance With IT	☐	Tour Guide	☐	Website Design
☐	Procurement And Supply With IT	☐	Secretarial	☐	Accounting Packages (Tally & Quick Book)
☐	Social Work	☐	Front Office		
☐	Accounting	☐	Electrical Installation		
☐	Business Administration				

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S/N	CONTENT	EXAMINATION FEE & STUDENT ID	STUDENT UNION(CITSO) & E-BOOK	GRADUATION FEE	ANNUAL QUALITY ASSURANCE	TUTION FEE	PAYMENT INSTALLEMENT SCHEDULE				TOTAL AMOUNT.
							1ST BEGINNING OF SEM 1	2ND BEFORE TEST 2	3RD BEGINNING OF SEM 2	4TH BEFORE TEST 2	
1.	PHARMACY	20,000 student ID only	20,000	50,000	20,000	1,390,000	400,000	350,000/=	400,000/=	350,000/=	**1,500,000**
2.	**Basic Certificate** Accountancy & Business Administration	60,000	20,000	-NIL-	20,000	790,000	250,000	195,000	250,000	195,000	**890,000**
3.	**Technician diploma** in accountancy & Business Administration	60,000	20,000		20,000	800,000	250,000	200,000	250,000	200,000	**900,000**
4.	**Ordinary diploma** in Accountancy & Business Administration	60,000	20,000	50,000	20,000	830,000	250,000	240,000	250,000	240,000	**980,000**
5.	**BASIC CERTIFICATE** • Information technology • Accounting with it • Banking and finance with it • Procurement and supply with it • Business administration with it • Social work	60,000	20,000	-NIL-	20,000	950,000	300,000	225,000	300,000	225,000	**1,050,000**
6.	**TECHNICIAN DIPLOMA** • Information technology • Accounting with it • Banking and finance with it • Procurement and supply with it • Business administration with it • Social work	60,000	20,000	-NIL-	20,000	1,000,000	300,000	250,000	300,000	250,000	**1,100,000**
7.	**ORDINARY DIPLOMA** • Information technology • Accounting with IT • Banking and finance with IT • Procurement and supply with IT • Business administration with IT • Social work	60,000	20,000	50000	20,000	1,050,000	300,000	275,000	300,000	275,000	**1,150,000**
8.	**VETA COURSES** • Business operation assistant (BOA) • Information communication and technology (ICT) • National business education	60,000	20,000	-NIL-		770,000	250,000	175,000	250,000	175,000	**850,000** **850,000** **850,000**
9.	**SHORT COURSES** • Computer application (6 weeks) • Computer maintenance (6 weeks) • Web design (8 weeks) • Graphic design (6 weeks) • Tally and Quick book (8weeks)	**PAID ONCE (NO INTSTALLEMENT)**									**250,000** **350,000** **400,000** **350,000** **350,000**
	• Tour guide	60,000		30,000		760,000	250,000	175,000	250,000	175,000	**850,000**
	• Secretarial and computer application	60,000		30,000		560,000	200,000	125,000	200,000	125,000	**650,000**
	• Electrical installation	60,000		30,000		560,000	200,000	125,000	200,000	125,000	**650,000**
	• Front office	60,000		30,000		560,000	200,000	125,000	200,000	125,000	**650,000**

NOTE:

For Pharmaceutical students & Social work students

- Ministry examination will be paid immediately at the beginning of semester 2 which are **150,000/=** per students
- Field training/work is out of fee; students should pay **100,000/=** include transport go and return
- NHIF payment is not included in the fee, you are required to pay TZS 50,400/=

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MAVAZI

VETA	PHARMACY	SOCIAL WORK	OTHERS
T-SHIRT za chuo na vazi rasmi kwa chini	Wavulana-surali za khaki na mashati meupe Wasichana-magauni meupe	Wavulana-suruali za dark blue na mashati ya dark blue Wasichana-magauni ya dark blue	Mavazi rasmi

TABIA YA MWANAFUNZI

a) Unatakiwa kuonyesha heshima ya hali ya juu kwa walimu na wafanyakazi wa chuo. Mwanafunzi yeyote atakayepatikana amemdharau mfanyakazi au mwalimu, atasimamishwa chuo hadi pale atakapoitwa kwenye kikao cha nidhamu kuzungumzia hatma yake chuoni.
b) Kupigana hakuruhusiwi kabisa katika eneo la chuo. Mwanafunzi yeyote atakayehusika kupigana, atasimamishwa chuo akisubiri kikao cha nidhamu.
c) Mwanafunzi yeyote atakayepatikana akiwachochea wenzake kugoma au kuleta vurugu, atasitishiwa masomo mara moja.
d) Kabla ya kuingia katika ofisi yoyote, unatakiwa uwe na kitambulisho cha chuo.
e) Mwanafunzi yeyote atakayepatikana na tabia isiyo ya heshima au ya aibu kama matendo ya kingono katika eneo la chuo, atasitishiwa masomo mara moja.

MALI YA CHUO:

Mali ya chuo inapaswa kutunzwa. Mwanafunzi yeyote atakayeharibu au kuvunja mali yoyote ya chuo atalazimika kulipia gharama za matengenezo au ununuzi wa mpya.

MAHUDHURIO YA DARASA:

Unatakiwa kuhudhuria madarasa yote wakati wa kipindi cha masomo. Endapo unaumwa au una dharura, hakikisha unapata ruhusa kutoka kwa Mlezi wa chuo(DEAN), na pia umjulisha mwalimu wa somo husika pamoja na mwakilishi wa darasa lako.

Mwanafunzi yeyote atakayekosa masomo bila kutoa taarifa au kupata ruhusa, atasimamishwa chuo.

Mwanafunzi ambaye hajafikia angalau 75% ya mahudhurio ya darasani katika muhula mmoja hataruhusiwa kufanya mitihani ya mwisho wa muhula.

MITIHANI:

Chuo hutoa aina nne za mitihani katika kila muhula:

a) Majukumu binafsi (Individual assignments) – alama 10

b) Majukumu ya vikundi (Group assignments) – alama 10

c) Mitihani ya tathmini endelevu (Continuous Assessment Tests) – alama 20

d) Mtihani wa mwisho wa muhula – alama 60

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Kwa majukumu (assignments), wanafunzi ambao hawatakuwepo siku jukumu linapotolewa watatakiwa kuwasiliana na walimu wao wa somo husika. Kulingana na maamuzi ya mwalimu, mwanafunzi anaweza kupewa au kunyimwa jukumu la fidia.

Kwa mitihani ya tathmini endelevu (CATs), hakutakuwa na mitihani ya marudio. Mwanafunzi ambaye hatashiriki katika mtihani huo kwa sababu yoyote ile, atapoteza alama 20. Hata hivyo, zingatio maalum litazingatiwa kwa taarifa zitakazowasilishwa kwa uongozi kuhusu mwanafunzi ambaye anaumwa vibaya siku au wiki ya mtihani.

Kwa mitihani ya mwisho wa muhula, wanafunzi ambao hawatashiriki kwa sababu yoyote ile wataruhusiwa kufanya mtihani wa marudio (special exams) utakaopangwa na chuo.

NB: Wanafunzi ambao hawatafikia alama ya ufaulu ya 60% hawataruhusiwa kufanya Mitihani ya Tathmini ya Uwezo (CBA) inayotolewa na VETA kwa kozi za NVA na NTA.

Wanafunzi watakaokamatwa wakihusika na udanganyifu wa aina yoyote kwenye mitihani (ikiwa ni pamoja na kuibia au kufanya mtihani kwa niaba ya mwingine), hawataruhusiwa kuendelea na mitihani mingine ya wiki hiyo. Mitihani yote waliyoifanya wiki hiyo itafutwa. Mwanafunzi atasimamishwa mara moja, na atakaporudi, tarehe ya kufanya mitihani hiyo itaamuliwa. Iwapo mwanafunzi atahusika tena na udanganyifu kwenye mitihani ya marudio, masomo yake yatakatishwa kabisa na chuo.

ULIPAJI WA ADA:

Wazazi/walezi/wanafunzi wanatakiwa kulipa ada kwa wakati. Hakuna mwanafunzi atakayeruhusiwa kufanya mtihani kabla ya kulipa ada ya muhula husika.

MAFUNZO KWA VITENDO (FIELD ATTACHMENT):

Chuo hakitoi mafunzo ya moja kwa moja kwa vitendo. Hata hivyo, uongozi umeidhinisha walimu wa masomo mbalimbali kuwasaidia wanafunzi wao kutafuta sehemu za mafunzo kwa vitendo.

Gharama za mafunzo kwa vitendo zitalipwa na mwanafunzi/wazazi/walezi.

TAMKO LA MWANAFUNZI:

Nakiri kuwa nimesoma na kuelewa maelezo yote hapo juu na ninatamka kuwa nitayazingatia kikamilifu.

Tarehe: …… Sahihi ya Mwombaji: ……

KWA MATUMIZI YA OFISI PEKEE:

Tarehe: ……Kozi Iliyopokelewa: …… Sahihi na Muhuri wa Chuo: ……...

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STUDENT MEDICAL EXAMINATION FORM

A. STUDENT INFORMATION

Full Name: _____	**Sex: ☐ Male ☐ Female**
Date of Birth: _____	Age: _____
Course Enrolled: _____	
Phone Number: _____	
Emergency Contact Name: _____	
Relationship: _____	Phone: _____

B. MEDICAL HISTORY (Tick where applicable)

☐ Asthma ☐ Epilepsy ☐ Diabetes
☐ Allergies (specify): _____
☐ Physical Disabilities (specify): _____
☐ Any surgeries in the past 5 years: _____
☐ Other medical conditions: _____

Are you currently on medication?
☐ Yes ☐ No
If yes, specify: _____

C. PHYSICAL EXAMINATION (To be filled by a licensed medical practitioner)

| Height: _____ cm | Weight: _____ kg | Blood Pressure: _____ / _____ |
| Vision: ☐ Normal ☐ Impaired (explain): _____ |
| Hearing: ☐ Normal ☐ Impaired (explain): _____ |
| Chest/Lungs: _____ |
| Abdomen: _____ |
| Musculoskeletal: _____ |
| Any observable abnormalities: _____ |

Doctor's Remarks:

_____

_____

D. CERTIFICATION (To be signed by Medical Practitioner)

I certify that I have examined the above-named student and found him/her:
☐ Medically Fit ☐ Not Medically Fit for studies

Name of Medical Practitioner: _____
Signature: _____ Stamp: _____
Date: _____ Medical Facility: _____

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