COVENANT INSTITUTE OF TANZANIA
REG: BTP/135

JOINING INSTRUCTION FOR THE YEAR 2024/2025

READ CAREFULLY AND FILL THE BLANKS

FIRST NAME: ……. MIDDLE NAME: ……. SURNAME: ……

DATE OF BIRTH: ……. PLACE OF RESIDENCE: …… GENDER: …… (M/F)

PARENT/GUARDIAN'S NAME: ……. SIGNATURE: …… DATE: ……

PHONE NUMBER OF:

STUDENT: …… PARENT/GUARDIAN: …… / ……

SCHOOL/COLLEGE ATTENDED: ……

RESULTS (DIVISION): …… POINTS: …… YEAR: ……

COURSE CHOSEN: …… (LEVEL): ……

APPLICANT'S SIGNATURE: …… DATE: ……

JOINING INSTRUCTIONS:

1. The reporting date is from **25/09/2025 to 15/10/2025**
2. School fees may be paid in installments, but you will not be allowed to sit for exams without having completed the required fee for the semester.
3. The minimum initial payment should not be less than TZS **150,000** upon joining the college.
4. Fees must be paid only through the college CRDB account number **015c653458200** under the name CIAT or through VODACOM LIPA NAMBA **5794300**.
5. Once paid, fees are non-refundable and non-transferable to another student.
6. Fees do not include costs of practical training, books, or school materials.
7. On registration day, bring copies of your academic certificates, birth certificate, and three passport-size photos.
8. Student is required to fill out medical examination form from a doctor at any hospital.

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				

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 **all students**

COVENANT INSTITUTE OF TANZANIA

DRESS CODE

VETA	PHARMACY	SOCIAL WORK	OTHERS
College T-SHIRT and official wear below	Boys – Khaki trousers and white shirts Girls – White dresses	Boys – Dark blue trousers and dark blue shirts Girls – Dark blue dresses	Official wear

STUDENT CONDUCT

a) You must show the highest level of respect to college staff and teachers. Any student who is found disrespecting a staff member or teacher will be suspended from college pending a disciplinary hearing.

b) Fighting is strictly prohibited on college premises. Any student involved in a fight will be suspended pending a disciplinary committee.

c) Any student found inciting others to strike or cause chaos will be discontinued immediately.

d) Before entering any office, you must have your college ID.

e) Any student found engaging in indecent behavior such as sexual acts within the college compound will be discontinued from studies.

COLLEGE PROPERTY

College property must be protected. Any student who damages or destroys college property will be required to pay for repairs or replacement costs.

CLASS ATTENDANCE

You must attend all classes during lecture hours. If you are sick or have an emergency, obtain permission from the Dean and inform the subject lecturer and your class representative.

Any student who misses class without permission or notice will be suspended.

Students with less than 75% class attendance in a semester will not be allowed to sit for end-of-semester exams.

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EXAMINATIONS

The college conducts four types of exams each semester:

a) Individual assignments – 10 marks

b) Group assignments – 10 marks

c) Continuous Assessment Tests (CATs) – 20 marks

d) End of Semester Examination – 60 marks

For assignments, students absent on the day the task is issued must communicate with the lecturer. At the lecturer's discretion, a make-up may or may not be granted.

For CATs, no make-up exams will be offered. Absence results in losing the 20 marks. Special consideration applies to students critically ill, as long as the administration is notified.

For final exams, students who miss them for any reason will be allowed to sit for special exams as scheduled by the college.

NB: Students who do not attain 60% pass mark will not be allowed to sit for the Competence-Based Assessment (CBA) by VETA for NVA and NTA programs.

Students caught in any form of exam malpractice (cheating, impersonation, etc.) will be disqualified from the remaining exams, and previously done exams during that week will be revoked. They will be immediately suspended, and a date will be set for special exams upon return.

If caught cheating again in the special exams, their studies will be terminated permanently.

FEE PAYMENT

Parents/guardians/students are required to pay school fees on time. No student will be allowed to sit for exams before completing the required fees for that semester.

FIELD ATTACHMENT

The college does not directly provide field attachment. However, lecturers have been authorized to assist students in finding placement.

All costs incurred during field attachment will be borne by the student/parent/guardian.

STUDENT DECLARATION:

I hereby declare that I have read and understood all the information above and commit to abide by it fully.

Date: …… Applicant's Signature: ……

FOR OFFICIAL USE ONLY:

Date: …… Course Selected: …… Signature and College Stamp……

COVENANT INSTITUTE OF TANZANIA

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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