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LOCATION: TEMEKE MIKWAMBE - MWAPEMBA STREET

DEAR:.....

**RE:ADMISSION TO ORDINARY DIPLOMA IN SOCIAL WORK FOR THE MARCH
INTAKE ACADEMIC YEAR 2024/2025.**

The Reporting Date To The College Is 18Th March 2024 And The Beginning Of Semester I For March Intake Is 25th March 2024.

On arrival at CCoHAS, report at the office of the Registrar with the followings

- Admission letter to CCoHAS
- Duly filled form of Medical Examination Form
- Copy of Certificates of Secondary School Education
- Copy of Birth certificate/Affidavit
- Travel Passports for foreigners
- Four recent colored passport size
- Bank Pay-in-Slip for Tuition Fees and other charges

Warning: It is criminal offence to submit false information/certificates

COLLEGE UNIFORM

(For Social Work Students)

FEMALES

Two Dark Blue Gowns With White Collar

Note. It Must Be At Least Thirty Centimeters (30 Cm) Below Knees (Decent One)

Black Shoes (Open Shoes Or Sandals Are Not Allowed)

White Colored Two Pairs Of Socks

FOR ANY EQUIRY AND ASISSTANCE CALL +255 688 965 492/712 227 773/758 841 843

MALES

White Shirts Preferred Long Sleeves

Dark Blue Colored Two Pairs Of Trousers (Cotton Materials)

Black Leather Shoes (Open Shoes/ Sandals Are Not Allowed)

White Colored Two Pairs Of Socks And Dark Blue Colored Two Ties

REQUIREMENTS FOR HOSTEL STUDENTS

- 1 blanket
- 4 bed sheets
- 1 pillow + 2 pillow cases
- 1 mosquito net
- 2 buckets
- Towels
- Open shoes/sandals and canvas shoes for casual stay
- Mattress dimension (2.5 x 6)

REQUIREMENTS FOR PAYMENTS OF SCHOOL FEES AND OTHER CHARGES

- Fees Should Be Paid **In FULL** At The Beginning Of Each Academic Year Or **In FOUR Installments**.
- Fees Once Paid Will Not Be Refunded If A Student Withdraws Or Leaves The College Without Permission From The Principal Or Disqualified In Examination Or Dismissed For Indiscipline.
- Payment By Cheque, International Money Orders (IMO) Etc. Is Accepted Prior To Clearance By The Bank.
- Payment By M-Pesa, Tigo Pesa, And Airtel Money Should Use Control Number.
- Fees Must Be Paid Through The College Bank Account.

SCHOOL FEES FOR 2024/2025 - All payments of school fees shall be paid directly to College bank Account, at any branch of **CRDB Bank**.

Name of Account: CITY COLLEGE OF HEALTH AND ALLIED SCIENCES

Account Number: 0150467246600 - CRDB

Bring the bank pay in slips to the college WHEN arriving at the college.

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A: TUITION FEE AND OTHER PAYMENT DESCRIPTION

S/N	ITEM	AMOUNT IN (TSHS)	RESPONSIBLE
1	TUITION FEE	1,000,000/=	Social work

B: OTHER CHARGES

1	Identity Card	10,000	All	Once At The Begin Of The First Semester	
2	Students Union	10,000	All	Every Year At The Begin Of The Year	
3	Nacte Quality Assurance Fee	15,000	All	Every Year At The Begin Of The First Semester	
4	Local Examination	200,000	All	Every Year At The Begin Of The First Semester	
5	Caution Money	40,000	All	Once At The Begin Of The First Semester	
6	Stationary	60,000	All	Every Year At The Begin Of The First Semester	
7	Registration Fee	85,000	All	At The Begin Of The First Semester	
TOTAL		420,000/=			
COURSES OFFERED		TUITION FEE	OTHER CHARGES	FIELD	TOTAL
SOCIAL WORK		1,000,000/=	420,000/=	100,000/=	1,520,000/=

TRAINING FEE CAN BE PAID IN INSTALLMENT BASIS AS FOLLOWS:**B: PAYMENT MODE IN INSTALLMENTS**

COURSES OFFERED	TOTAL PAYMENTS	FIRST INSTALLMENT (AT THE BEGIN OF ACADEMIC YEAR)	SECOND INSTALLMENT	THIRD INSTALLMENT (AT THE BEGIN OF SEMESTER TWO)	FOURTH INSTALLMENT
SOCIAL WORK	1,520,000/=	380,000/=	380,000/=	380,000/=	380,000/=

C: OTHER PAYMENTS DEPENDS WITH YOUR COURSE/PROGRAM AND YEAR OF STUDY

Supplementary/Special Examination	50,000/=	All Modules	After Declaration Of End Of Semester One And Two Results
Appeal	50,000/=	All Modules	Within 14 Days After Declaration Of Results
Medical Capitation (With No NHIF)	50,400/=	For Those Without Medical Insurance	At The Begin Of The First Semester

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Hostel Utility	100,000/=	For Those Staying In The Hostel	At The Begin Of Every First Semester
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National Examination fee	150,000/= (as per directive from NACTVET and MoHCDGE)	ALL	At The Begin Of Every Second Semester
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PLEASE TAKE NOTE:

- ALL MONIES PAID ARE NON-REFUNDABLE; Make proper decisions before payments
- This fee structure is annual; hence the management reserves the right to change the fees structure at the end of each academic year.

PAYMENT STRUCTURE/SCHEDULE.

The fees are payable in full at the beginning of each academic year semester or four installments at the beginning of each academic semester and mid semester.

All payments should be made on time at every start of these semesters for those who are paying in two semesters and every end of two months for those who are paying in four installments.

Note: No student will be allowed to seat for either internal or external examination even accessing the College services before completing his /her due payments.

On behalf of the management, I wish to extend to you a warm welcome and a successful period of study at City College of Health and Allied Sciences.

Yours truly,

Dr. F. Diwani.
PRINCIPAL.