



**JOINING INSTRUCTIONS
2024/2025**

COURSE	CODE	DURATION
TOUR GUIDING	TG	6 MONTHS/ 3 MONTHS

Name of Student:

Course Selected:

Duration:

1.0. Congratulations, you have been selected for admission into.....
at Tropical Centre Institute Limited. You have to register in person at the campus
commencing from.....and your total fee is.....
You are required to attend the students general meeting on.....
Together with your Parents/Guardian/Sponsor at.....hours

Location

The Institute is located at Uzunguni Area, Arusha District. It is near to AICC hospital and Kibo palace hotel, Kijenge road.

2.0. FEES PAYMENT PROCESS AND REGISTRATION:

Fees should be paid for 1st Installment at the beginning of the course then, every month (for day students) and every three 3 months (for boarding students). All students are required to pay all fees for the appropriate condition, a student who fails to pay will not be registered. All fee remittances must be paid to Tropical Centre Institute Ltd through our Bank Accounts and bring the Original Bank Slip to the College.

Account Name: Tropical Centre Institute Ltd

- NBC BANK – A/C No. 014103018898 SWIFT CODE NLCBTZTX
- CRDB BANK – A/C No. 01J1035896100 SWIFT CODE CORUTZTZ
- NMB BANK – A/C No. 42103300015
- KCB BANK – A/C No. 3300193524

NOTE:

- Tuition fee once paid is non – refundable.
- Students who fail to pay his/her dues as agreed will be discontinued from the classes, and will not be allowed to sit for semester or final exams.
- You are required to read and understand the Institute’s Rules and Regulations given and it’s compulsory for you to adhere to them for your betterment and good performance.

3.0. FEES INSTALLMENT STRUCTURE FOR SHORT COURSE OF 6 MONTHS - TOUR GUIDING

Installment	Day Scholar	Hostel Scholar
1 st	Tsh. 500,000	Tsh. 750,000
2 nd	Tsh. 50,000	Tsh. 450,000
3 rd	Tsh. 50,000	Tsh. 300,000
4 th	Tsh. 50,000	NIL
5 th	Tsh. 50,000	NIL
Total	700,000	1,500,000

NOTE

Day Scholars

Tsh. 500,000 should be paid before starting the course, and then continues to the next installment of Tsh. 50,000 for every month.

Hostel Scholars

Tsh 750,000 should be paid before starting the course and the remaining balance should be paid after every three months as per payment plan shown above.

4.0. FEES INSTALLMENT STRUCTURE FOR SHORT COURSE (3 MONTHS) - TOUR GUIDING

Installment	Day Scholar
1 st	Tsh. 250,000
2 nd	Tsh. 100,000
3 rd	Tsh. 100,000
Total	450,000

NOTE

Day Scholars

Tsh. 250,000/= should be paid before starting the course, and then continues to the next installment of Tsh. 100,000 as per payment plan shown above.

Hostel Scholar:

No hostel for 3 months students.

5.0. STUDENT UNIFORMS

For both Male and Female

- (i) 2 Tetron khaki shirts – long sleeves
- (ii) 2 Tetron khaki trousers or skirt
- (iii) 2 Carwash coats
- (iv) 2 Pairs of safari boots, black shoes
- (v) 1 College T-Shirt for TZS. 15,000 /= (This is must the amount is out of school fees)**

6.0. STUDENT REQUIREMENTS

Students are obliged to bring with them the followings:-

- (i) Bed sheets and mosquito net (for hostel residents).
- (ii) Mattress “3 by 6”, blanket, 2 pink bed covers, pillow and 2 pillow cases.
- (iii) Water bucket (for hostel residents).
- (iv) Hot pot, tea cup, spoon, plate (for hostel residents).
- (v) 8 counter books, pens, pencil and ruler.
- (vi) Pocket money for person expenses



7.0. TUTION FEES AND PAYABLE RULES AND REGURATIONS

- (a) It is an obligation of all students to pay their dues on time as stipulated in the joining instruction forms.
- (b) A student who fails to pay his/her dues as agreed will be discontinued from college.
- (c) All fees are calculated to cover, only student theory studies. It is the liability of the student to incur costs on practical.
- (d) Student's fee once paid is non – refundable unless on an agreeable conditions. All fee refunds (if any) can be affected only after deduction of the necessary costs as provided by the academic committed.

8.0. CAMPUS/CLASSES RULES AND REGULATIONS

- (a) A student who does not attend classes continuously for three days without good reasons will be discontinued. Any absenteeism and permission must be communicated through the course coordinator
- (b) Students must attend all periods and be punctual for classes without missing.
- (c) Tutors will dismiss late comers and keep attendance registers for a record, and have the right to discipline any misbehaving student.
- (d) Students must wear uniforms always while in class and surrounding college areas. Failure to do so stern measures will be taken.
- (e) Students are prohibited to use filthy (bad) language around the college campus.
- (f) Strictly no shouting in class or going out without tutor's permission.
- (g) Mobile phones are prohibited in classrooms and strictly do not litter the school environments.
- (h) Smoking is not allowed in college areas.
- (i) Do not bring outsiders or relatives into the campus without order. Students' visitors will be allowed only at lunch break.
- (j) Timetable and other information will be provided to students after payment of the first installment fee.
- (k) Institute's property must be safeguarded, anyone caught spoiling them will be compelled to pay or repair.
- (l) Every student must learn English and French as a compulsory language.

9.0. SEMESTER AND FINAL EXAMINATION REGURATIONS

- (a) Semester examinations will be done two times per year. Those who fail any subject(s) will be required to sit for supplementary at a fee of TZS. 5,000/= for each subject. These include those who have not done the exams for any reason.
- (b) Students would be discontinued after failing for the second time, but may be allowed to start afresh in the same class.
- (c) Students who do not complete paying their school fees or follow up a payment plan as required will not be allowed to sit for their semester, final examinations and not allowed to go for the study tour trips.
- (d) Students who do not clear his/her Supplementary will not be allowed to sit for a semester or Final Examination.
- (e) Cheating is not allowed in semester & Final Examination

10.0. HOLIDAY SCHEDULE

There will be short holidays during the month of March or April and December. During those holidays, the College will be closed and all hostel boarders must leave the college hostel.

