



**JOINING INSTRUCTIONS  
2024/2025**

COURSE	CODE	DURATION
TOUR OPERATION (EVENING CLASSES)	TO	6 MONTHS
TOUR OPERATION (EVENING CLASSES)	TO	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 1<sup>st</sup> 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, student failing 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 6 MONTHS (EVENING CLASSES)

Installment	Day Scholar	EVENING
1 <sup>st</sup>	TZS. 400,000	TZS. 500,000
2 <sup>nd</sup>	TZS. 100,000	TZS. 200,000
3 <sup>rd</sup>	TZS. 100,000	TZS. 200,000
4 <sup>th</sup>	TZS. 100,000	TZS. 200,000
<b>Total</b>	<b>700,000/=</b>	<b>1,100,000/=</b>

#### NOTE

**Day Scholar**

TZS. 400,000 should be paid before starting the course, and then continues to next installment TZS. 100,000 for every month up to 7 instalment as per payment plan shown above.

**Hostel Scholar**

No hostel for evening class students.

### 4.0. FEES INSTALLMENT STRUCTURE FOR 3 MONTHS

Installment	Day Scholar
1 <sup>st</sup>	TZS. 250,000
2 <sup>nd</sup>	TZS. 100,000
3 <sup>rd</sup>	TZS. 100,000
<b>Total</b>	<b>450,000</b>

#### NOTE

**Day Scholars**

TZS. 250,000 should be paid before starting the course, and then continues to next Installment TZS. 100,000 for every month up to 4 months as per payment plan shown above

**Hostel Scholar**

No hostel for 3 months students.

### 5.0. STUDENT UNIFORMS

Male	Female
2 Black trousers	2 Black skirts / trouser
2 Light blue shirts – long sleeves	2 Light blue shirts – long sleeves
2 Pairs of black shoes	2 Pairs of black shoes flat heels
2 black neck ties and one black coat	2 Black scarfs and one black waist coat
1 College T-Shirt for TZS. 15,000/= (This is must, the amount is out of School fees)	

#### 5.1. STUDENT UNIFORMS - No uniforms for evening class students

### 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”, 1 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 instructions 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 an attendance registers for 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 area.
- (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. SEMISTER AND FINAL EXAMINATION REGURATIONS**

- (a) Semester examination will be done after every three months. Those who fail any subject(s) will be required to sit for supplementary at a fee of Tsh. 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's, 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 hostels.

