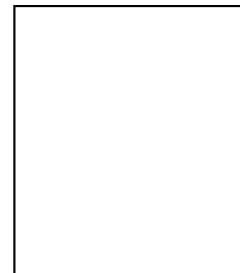


NJUWENI INSTITUTE OF HOTEL, CATERING AND TOURISM MANAGEMENT

P.O. Box 30133, TEL: 023-2402270/71/2402267 FAX: 24022669 E-mail njuwenikbh@yahoo.com KIBAHA – COAST REGION



APPLICATION FORM FOR ACADEMIC YEAR 2024/2025



APPLICANT'S PARTICULARS

AGE GROUP: 1-18 19-25 26-35 35 above

FIRST NAME: _____ OTHER NAMES: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

GENDER: _____ MARITAL STATUS: _____

NATIONALITY: _____ FORM IV INDEX NO: _____

S/N	COURSES OFFERED (UNDER NACTVET)	COURSE CODE	TICK (✓)
1.	Ordinary Diploma in Hospitality Management	ODHOT 101	
2.	Ordinary Diploma in Travel and Tourism	ODTT 102	

REGISTERED AND ACCREDITED BY: THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING (NACTVET)
(BARAZA LA TAIFA LA ELIMU YA UFUNDI NA MAFUNZO YA UFUNDI STADI)

REGISTRATION NO: REG/ANE/016

ENTRY QUALIFICATIONS:

1. A Holder of Certificate of Secondary Education Examination (CSEE) with at least 4 Passes excluding religious subjects.
2. A Holder of Advance Certificate of Secondary Education Examination (ACSEE) with one principle Pass and one Subsidiary Pass.
3. Basic Technician Certificate NTA level 4 of related programme from institution recognized by NACTVET.

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RE: JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA PROGRAMMES IN HOSPITALITY MANAGEMENT / TRAVEL AND TOURISM

It is a pleasure to inform you that you have been selected for a three-year Ordinary Diploma programme in..... at Njuweni Institute.

Njuweni Institute is located at Kibaha - Mailimoja, Coast region, opposite the Old Kibaha bus stand, about 40 km from Dar Es Salaam City center.

The following are necessary conditions for registration

- a) Copies of academic certificates (O-level/A-level/ Basic technician Certificate NTA level 5)
- b) A copy of Birth Certificate
- c) Full filled Medical Examination form attached herein.
- d) Original bank pay slip
- e) One Ream of A4 SIZE
- f) Three current Passport sized photo

NOTE: It is a criminal offence to submit false or forged academic documents. Any student who will be discovered to have submitted forged certificates his / her registration to study at the institute shall be revoked and the case shall be reported to the appropriate security bodies for legal action.

UNIFORM

Students should adhere with the institute uniform which will be on the parent/sponsors costs. Male students wear black trouser and white shirt (long hands) while female students wear black skirts (with no boxes) and white shirt (long hands).

HOSTEL STUDENTS

Hostel students must bring with them 2 bed sheets, a towel, a mosquito net, a pair of pajamas or nightdress, black shoes and white socks. The institute will only provide hostel students with bed and mattress.

FIELD ATTACHMENT

The institute will assist the student to Field attachment place, but the costs associated will be met by the student or sponsor and not the Institute.

FEES

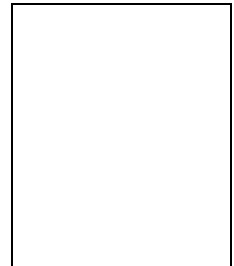
You are mandatorily required to pay at least 60% of the tuition fee indicated in the fees structure before commencement of training and the remaining balance to be paid before end of three months of training. Should any student or sponsor fail to comply with this regulation, the student will neither be allowed to seat for examinations nor proceed for field training.

NJUWENI INSTITUTE OF HOTEL, CATERING AND TOURISM MANAGEMENT

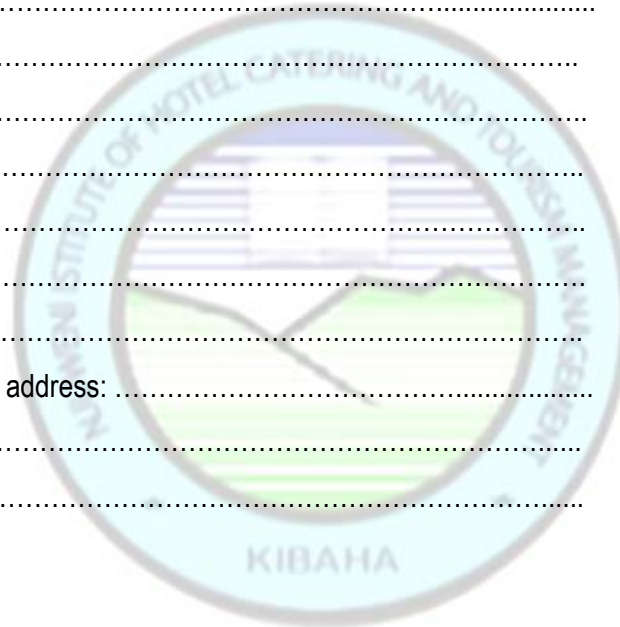
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STUDENT ACCEPTANCE FORM



First Name:
Middle Name:
Surname:.....
Gender:
Date of Birth:
Primary School Name:.....
Secondary School Name:.....
Form four/six Index no:.....
Name of the course:
Admission number:.....
Year of study:.....
Guardian / next of kin postal address:
Email Address:
Telephone Number:



DECLARATION:

I declare that to the best of my knowledge the above particulars are correct and complete. I am aware that any false statement (s) will lead to this registration being rejected or to the annulment of admission already granted and I promise that I shall abide to the institutes rules and regulations; therefore I accept the offer to join the institute.

Student's SignatureDate.....

**DECLARATION TO SPONSOR A STUDENT AT NJUWENI INSTITUTE OF HOTEL, CATERING AND
TOURISM MANAGEMENT**

We/I

Will sponsor Mr./Mrs./Miss

Region.....District.....Ward.....

Who has been selected for admission in to

(Name of the programme)

We/I promise to pay all his/her student's fees and other costs as it shall deem necessary for the whole duration of the programme, in compliance to the joining instruction.

Yours faithfully,

Name

Sign

Date

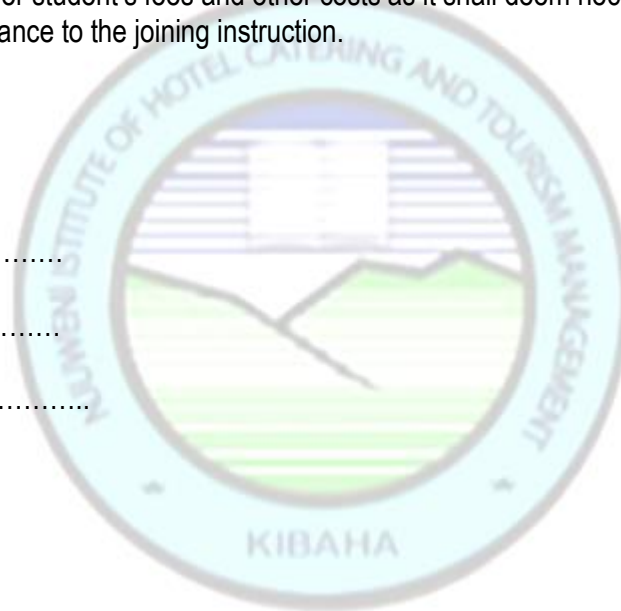
Official Stamp

Contact address;-

Telephone

fax

E-mail



FEES STRUCTURE

PROGRAMMES	TUITION FEES		
	Year 1	Year 2	Year 3
ORDINARY DIPLOMA IN TRAVEL AND TOURISM	850,000/=	1,100,000/=	1,100,000/=
ORDINARY DIPLOMA IN HOSPITALITY MANAGEMENT	850,000/=	1,100,000/=	1,100,000/=

OTHER COMPULSORY CHARGES

ITEM	AMOUNT		
	Year 1	Year 2	Year 3
Registration Form**	20,000/=	-	-
Examination Fee	15,000/=	15,000/=	15,000/=
Field Administration Cost	30,000/=	30,000/=	-
NACTE Registration**	30,000/=	-	-
NHIF **	50,400/=	50,400/=	50,400/=
T- Shirt**	15,000/=	-	-
Academic Transcript	10,000/=	-	10,000/=

** These charges are paid cash directly to the institute, the other remained item charges are paid through institute bank accounts provided below.

HOSTEL

The institute offers accommodation service for hostel students which will cost 200,000/= Per semester.

PAYMENT PLAN	TICK (✓)	STUDENT STATUS	TICK (✓)
Full payment		Day	
Half payment		Hostel	

MODE OF PAYMENT

ALL PAYMENTS MUST BE DONE THROUGH ANY OF OUR BANK ACCOUNTS INDICATED BELOW:

- | | | |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1. NJUWENI INSTITUTE
CRDB KIBAHA
A/C No.01J1078710900 | 2. NJUWENI INSTITUTE
NBC KIBAHA
A/C No. 080103000050 | 3. NJUWENI INSTITUTE
NMB KIBAHA
A/C No. 21201300005 |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|

Our Contacts:

The principal,
 Njuweni Institute of Hotel Catering and Tourism management,
 P.o.box 30133
 Mob: 0713 267 014 /0716 595 478/ 0713 727566
Email.njuwenikh@yahoo.com
 Web: www.njuweni.com

Note: Any payment made and receipted in respect of training costs shall be refunded with 80% deduction if student terminate his/her study.

YOU ARE WARMLY WELCOME.

PUBLICITY SURVEY

Please fill the following survey to assist college's publicity programme.

1. How did you get information about Njuweni Institute of Hotel, Catering and Tourism Management?

Please TICK

- i. TV
- ii. Radio
- iii. At the institute's Campus
- iv. Institute Staffs
- v. Institute Website
- vi. Social media (i.e. Instagram, Facebook, YouTube, Tiktok and Twitter)
- vii. Your O-Level School
- viii. A friend/Relative
- ix. Posters/Fliers/Billboards
- x. Graduate student
- xi. Others (SPECIFY).....

OFFICIAL USE ONLY

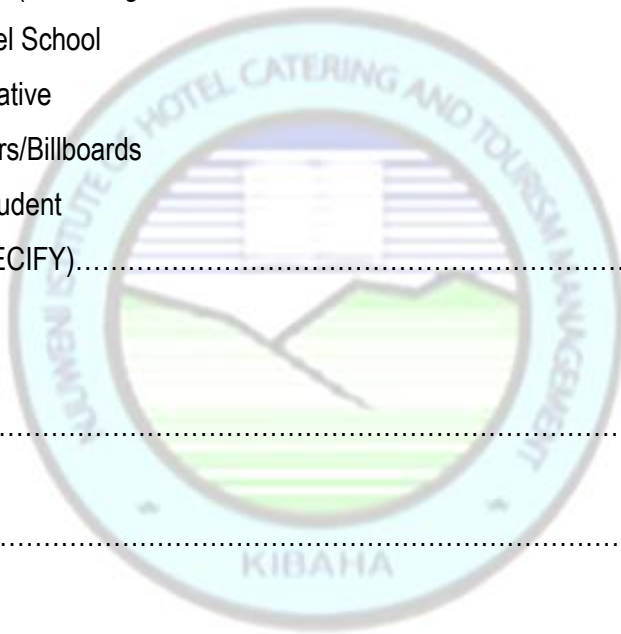
Approved.....

Not Approved

Reasons:

.....
.....
.....
.....
.....

Name.....Signature.....Date.....



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MEDICAL EXAMINATION REPORT

NAME.....REG NO:

AGE: SEX WEIGHT L

PHYSICAL EXAMINATION:

Respiratory system :

Chest

Lungs

ABDOMEN :

Liver

Spleen

Kidney

LABORATORY

Urine:- Microscopy

Multisticks

Sugar

Blood: HB..... ESR

Serology: Syphilis:

CARDIOVASCULAR SYSTEM:

Pulse

Heart

Other

MSS & Skin

CNS.....

ENT.....

Stool: Microscopy

X-ray Chest

Typhoid

CONCLUSION:

I have Examined Mr. / Mrs. /Ms. / Dr.

and consider He/She

He/ She physically and mentally fit.

Medical Officer's Name: Signature:

Designation..... Date:

Institution's Name: Address:

