

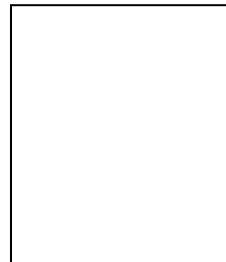
NJUWENI INSTITUTE OF HOTEL, CATERING AND TOURISM MANAGEMENT

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: _____

NO.	COURSES OFFERED	COURSE CODE	TICK (✓)
A: LONG VOCATIONAL COURSES (NVA LEVEL I-III)			
1.	Tourism and Tour Guiding	TTG 101	
2.	Food Production	FB 102	
3.	Front Office Operations	FO 103	
4.	Full Secretarial Studies	SS 104	
B: SHORT VOCATIONAL COURSES			
1.	Basic Hotel and Catering Management	BHCM 104	
2.	Food Production	FP 105	
3.	Bakery and Pastry	BP 106	
4.	Secretarial Studies	SS 107	
5.	Communication Skills English OR French	CEF 108	
6.	Basic Computer Studies	BCS 109	
7.	Computer Repair and Maintenance	BRM 110	
8.	Graphic Design	GD 111	
9.	WEB Design	WD 112	
10.	Computer Graphics	CG 113	
11.	Video Shooting	VS 114	

FEES STRUCTURE

S/N	NAME OF COURSE	DURATION	TUITION FEES
1.	BASIC HOTEL MANAGEMENT	5 Months	650,000.00
2.	FOOD PRODUCTION	2 Months	500,000.00
3.	BAKERY AND PASTRY	1½ Month	500,000.00
4.	SECRETARIAL STUDIES	6 Months	650,000.00
5.	BASIC COMPUTER STUDIES	4 Months	240,000.00
6.	COMPUTER REPAIR & MAINTENANCE	3 Months	300,000.00
7.	BASIC GRAPHICS DESIGN	3 Months	300,000.00
8.	ADVANCED GRAPHICS DESIGN	3 Months	600,000.00
9.	WEB DESIGN	3 Months	400,000.00
10.	COMMUNICATION SKILLS (ENGLISH OR FRENCH)	3 Months	150,000.00
11.	VIDEO SHOOTING	2 Months	300,000.00
12.	FOOD PRODUCTION	2 Years	850,000.00 Per Year
13.	TOURISM & TOUR GUIDING	2 Years	850,000.00 Per Year
14.	FULL SECRETARIAL STUDIES	2 Years	850,000.00 Per Year

OTHER COMPULSORY CHARGES:

1. Application Form	20,000/=	4. Health Insurance (NIHF)	50,400/=
2. Examination Fees	15,000/=	5. Institute T-shirt	15,000/=
3. Field Administration Cost	30,000/=	6. Academic Transcript	10,000/=

HOSTEL CHARGES

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

BALANCE OF FEES

In case of half payment the remaining amount of fee should be paid within the theory training period, i.e. 5 months for basic Hotel management or 9 Months for long courses.

EDUCATION BACKGROUND

LEVEL	NAME OF INSTITUTION/ SCHOOL	FROM	TO
Primary School			
O - Level			
A - Level			
College/University			
Any other (Specify)			

UNIFORM:

Students should adhere with the institute uniform which will be on the parent/sponsor 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).

PAYMENT PLAN	TICK (✓)
Full payment	
Half payment	

STUDENT STATUS	TICK (✓)
Day	
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

ADMISSION REQUIREMENTS

- A Holder of Certificate of Secondary Education Examination (CSEE)

OTHER REQUIREMENTS

Upon reporting, all students must bring the following;

1. A copy of Certificate of Secondary Education or Result Slip
2. Three current passport sized photographs.
3. A copy of Birth Certificate
4. A copy of bank payment slip
5. One Ream of A4 SIZE
6. 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.

POINTS TO REMEMBER

1. The costs quoted here in above are for the duration when the students are provided with theoretical training at the institute.
2. Field attachment costs should be met by the students or sponsors themselves and not the Institute.
3. No discounts will be entertained by the institute when the trainee reports late for studies.
4. 60% of the training charges must be paid before commencement of training and the remaining balance before end of three months of training.
5. Should any student or sponsor fail to comply with four (4) above the trainee will neither be allowed to seat for examinations nor proceed for field training.
6. Any payment made and receipted in respect of any charges above shall be deducted 80%. If terminated his/her Study.
7. Hostel Charges cover Accommodation, electricity and water.
8. Training costs can be subjected to change anytime.
9. The institute provides the hostel students with bed and mattress only.

DECLARATION

I _____ hereby agree to financially

Sponsor, Mr. /Mrs./Miss _____ as applied.

Sponsor's postal address _____

Tel No: _____ Fax No. _____

Signature of Sponsor _____

Date of Signing _____

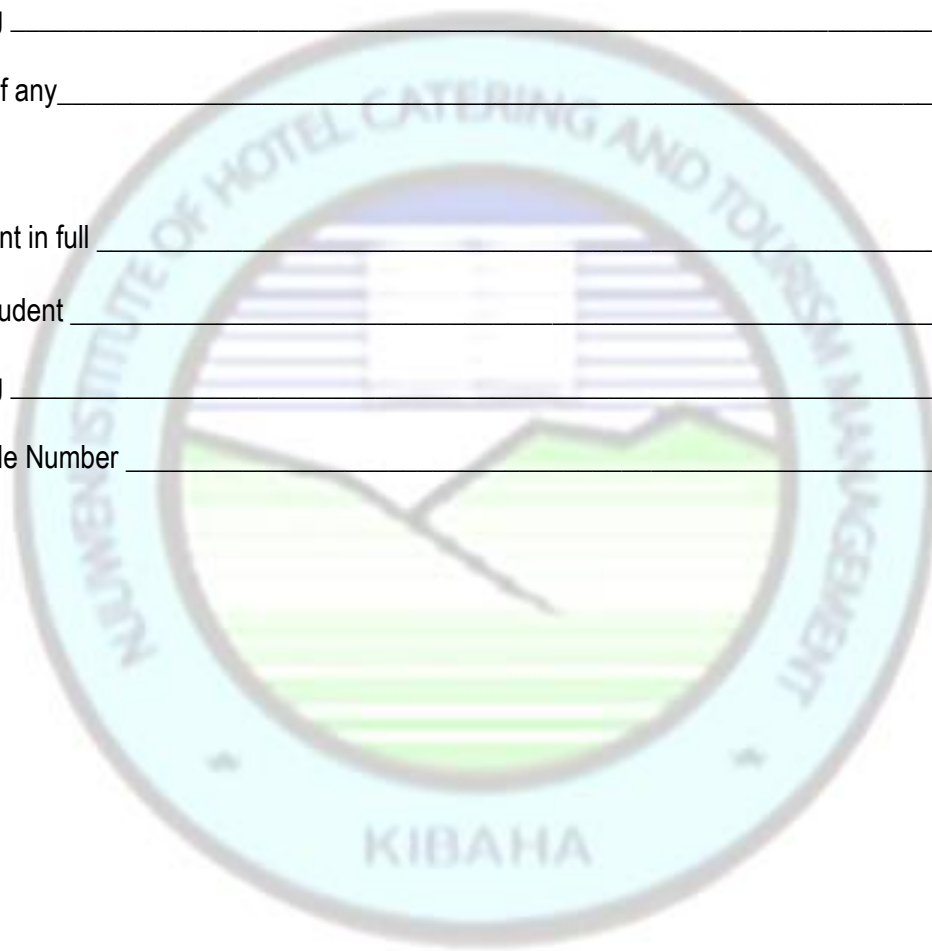
Official Stamp if any _____

Name of Student in full _____

Signature of Student _____

Date of Signing _____

Student's mobile Number _____



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COMPUTER PROGRAMMES

NO	COURSE	DURATION	
01	Introduction to computer	2 Weeks	
02	Microsoft word	2 Weeks	
03	Microsoft excel	2 Weeks	
04	Microsoft power point	2 Weeks	
05	Microsoft access	2 Weeks	
06	Page maker	2 Weeks	
07	Publisher	2 Weeks	
08	Internet	2 Weeks	
	Total Fees	4 Months	240,000/=
LANGUAGES			
01	English	3 Months	150,000/=
02	French	3 Months	150,000/=

CONTACTS

P.O.BOX 30133 KIBAHA – PWANI

MOBILE: 0713 -267014/ 0713- 727566/ 0716 - 595478

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:

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