



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF NATURAL RESOURCES AND TOURISM  
NATIONAL COLLEGE OF TOURISM

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Date: 03<sup>th</sup> June, 2024

**JOINING INSTRUCTION FOR 2024/2025 ACADEMIC YEAR**

Dear.....

Please be informed that, you have been selected to join the National College of Tourism at.....Campus to pursue the Basic Technician Certificate/Technician Certificate/Ordinary Diploma in Hospitality Management/ Culinary Arts/ Event Management/ Travel and Tourism/ Tour Guiding Operations.

Your actual admission will be subject to accepting and fulfilling the following conditions:

**1. REGISTRATION**

During registration you are required to bring;-

- a. ORIGINAL and CERTIFIED COPIES of Academic and Birth Certificates,
- b. One recent identical stamp size photographs for your file.
- c. A sealed medical examination report from a recognized Government Hospital,
- d. A Verification Code from NACTVET
- e. Fee payment slip

**NOTE:** NON-CERTIFIED COPIES of certificates will not be accepted.

**2. MEDICAL EXAMINATION**

Admission to the College is conditional upon a satisfactory medical report being received by the College. You are therefore required to undergo a medical examination (See attached Form) by a registered Medical Doctor before coming to the College.

**3. ACCOMODATION**

The College has few hostels to accommodate students, however the College can recommend accomodation facilities found around the Campuses during registration.

**4. TUITION FEES AND OTHER PAYMENTS**

The following are the fee structure for Basic Technician Certificate, Technician Certificate and Ordinary Diploma courses for 2024/2025 academic year. All payments to the College must be paid through the COLLEGE BANK

ACCOUNT via CONTROL NUMBER to be provided by College accountant upon request by calling the following contacts:

- i. **Bustani Campus: 0738 070 795 & 0752453110,**
- ii. **Arusha Campus: 0738274574 & 0683751632,**
- iii. **Mwanza Campus: 0787835313 and**
- iv. **Temeke Campus: 0689665949.**

NOTE: No student will be registered without paying the required fees. **Cash payments will not be accepted.**

#### A. FEES PAYABLE DIRECTLY TO THE COLLEGE

SN	Description	Courses		
		Basic Technician (NTA Level 4)	Certificate Course (NTA Level 5)	Diploma Course (NTA level 6)
1.	Tuition Fee	1,200,000	1,200,000	1,250,000
2.	Study tour	100,000	-	-
3.	Examination and Quality Assurance Fee	50,000	50,000	50,000
4.	Caution Money	50,000	-	-
5.	Students Identity Cards	5,000	-	-
	<b>TOTAL</b>	<b>1,405,000</b>	<b>1,250,000<sup>1</sup></b>	<b>1,300,000</b>

#### MODE OF PAYMENTS

During registration students are required to pay college fees in full or may opt to pay in four installments per year as shown hereunder.

S/N	Programme of Study	Total Fees	1 <sup>ST</sup> & 2 <sup>ND</sup> Instalment	3 <sup>rd</sup> & 4 <sup>th</sup> Instalment
1	Basic Technician Certificate	1,405,000/=	495,000 + 354,000	300,000 + 256,000
			849,400	556,000
2	Technician Certificate	1,250,000/=	495,000 + 261,000	300,000 + 194,000
			756,000	494,000
3	Diploma Course	1,300,000	495,000 + 291,000	300,000 + 214,000
			786,000	514,000

#### B. DIRECT COSTS PAYABLE TO THE COLLEGE

S/N	Description	Duration	Amount
1	Uniforms for Hospitality Programme	Once	240,000/=
2	Uniforms for Tourism Programme	Once	170,000/=
3	Uniforms for Event Management	Once	90,000/=
4	Hostel per month	Each Month	50,000/=
5	Health Insurance	Once per year	50,400/=
6	Student Union Fee	Once per year	10,000/=

**Note: All direct cost payments are done during registration**

<sup>1</sup> Student joining NTA 5 from Advanced Level/Basic Technician Level from other College shall pay an additional fee for Study tour, Caution Money and Students Identity Cards.

**C. ALLOWANCES PAYABLE DIRECTLY TO THE STUDENTS BY PARENTS / GUARDIANS/ SPONSORS**

The sponsor or parent or guardians will incur the costs for meals, transport, stationaries and other allowances as deem fit.

**5. DATE OF OPENING THE COLLEGE**

The opening date is on **14<sup>th</sup> October, 2024**. If for any reason you choose to postpone your admission to the next academic year, put it into writing at least one week before opening date. Failure to do so will result into an automatic loss of your admission at the College.

**6. GENERAL INFORMATIONS**

- a. Fees once paid to the College are **NOT REFUNDABLE** under any circumstances.
- b. No student will be registered without paying the tution fee and direct cost as stipulated herein.
- c. No student shall be allowed to sit for the College examinations without paying fees.
- d. This offer will expire on **1<sup>st</sup> November 2024** and no student will be allowed to join the course after this date.

Yours,



.....  
**Jesca William**

**Deputy Principal Academic, Research and Consultancy**

*For:* CHIEF EXECUTIVE OFFICER  
NATIONAL COLLEGE OF TOURISM  
P. O. Box 9181  
DAR-ES-SALAAM