



Apple Valley Institute of Health Science and Technology

P O Box 15805, Shangwe Business Complex
Kigamboni Municipal Council, Mji Mwema, Dar Es Salaam
Email: info@applevalleyhealth.ac.tz, Website: www.applevalleyhealth.ac.tz

JOINING INSTRUCTIONS

STUDENTS INFORMATIONS LEADING TO AWARD OF CERTIFICATE/DIPLOMA

1. Introduction:

Apple Valley Institute of Health Sciences and Technology was established on 16 March 2018, it is registered under the Business Names Ordinance and is fully owned by the Apple Valley Tanzania Limited. The college is registered by NACTE with registration REG/HAS/188P. The College focuses on provision of comprehensive health science and technology courses that their delivery is tailored to allow students to access quality health science and health management skills at a reasonable cost.

2. Location

It is found at Shangwe Complex, Mjimwema/ Kibaha, Kigamboni Municipality in Dar es Salaam City. After closing the ferry board the Kibada Dala Dala and drop at FULL SHANGE, you will find a Direction Sign Board next to the Oil com Petrol station on your left. For the exact location enter into the google map (Apple Valley Institute).

3. Courses Offered and duration: The college offers one year course for each of the following:-

Pharmaceutical Science Level 4
Pharmaceutical Science Level 5
Pharmaceutical Science Level 6

4. Students enrolment

Enrolment of student's takes place from January to March 2021 and classes commences on 15th March 2021.

5. Entry qualifications:

The minimum entry qualification of the candidate shall be a Certificate of Secondary Education Examination (CSEE) with minimum of D passes in four (4) subject including Chemistry and Biology. Mathematics and English though not mandatory these are added advantage for admission.

6. Orientation Programme

Every new student must attend one-week Orientation Programme that will start in the third week of March 2021 at 9.00 am at the Library Hall.

7. Course requirements

- Students accommodated in the Institute's Hostels are required to bring with them mattress, beddings, mosquito nets, etc.
- Students are advised to come with the necessary stationery e.g. exercise books, pens, pencils, rules, scientific calculators, White Long sleeve lab coat etc.
- Students must observe rules and regulations pertaining to students conduct and discipline.

8. Tuition fees and other financial requirement.

The fees structure is presented below; the college offers free accommodation to its students.

Sn	Item	March Intake
1	NACTE Quality Assurance	15,000
2	Internal (AVIHT) Examination fees	180,000
3	Caution Money	49,600
4	Identity Card	10,000
5	Students Union	10,000
6	Stationary	40,400
7	Tuition fees	1,750,000
	Total	2,055,000

Please note the following:

- All payments are non-refundable
- The College provides no food, however, the college has arranged for food to be available under direct purchase at the canteen/cafeteria
- Examinations Fees and Students Identity Card payments should be paid to the designated Bank account at the CRDB Bank –**AC 0150419445700**
- Tuition fees, Application/Registration fees and Residence Contribution should be paid to the designated Bank account at the CRDB Bank
- A Bank pay in slip should be submitted to Finance unit on reporting to the College before admission.
- *No student shall be accepted to the College without settling the first instalment.*

Kindly Note that the NACTE Examination costs and the Pharmacy Practice costs are not part of the Institute Fees. These are:

1. NACTE Examination Fees Tzs 150,000
2. Pharmacy Practice Tzs 100,000

Accommodation is provided for free, however, students who wish to stay out of the AVIHT residence should sign the official document with the administration, and they are allowed to do so provided that AVIHIT is notified.

In order to access free accommodation a student must deposit Tzs **10,000** per semester to cover the cost of electricity and water in the hostel. The utility deposit shall be made into the utility account with the Finance department.

The college organize for medical insurance at a cost of Tzs **50,400** for students who wish to have the medical insurance with NHIF.

It is obligatory that fees are paid strictly based on the payment schedule that is available at the Finance office. We advise you to abide by this schedule in order to avoid students missing

some of the benefits that are provided by the Institute. A tentative schedule (subject for change) is as follows:

1. At the Beginning of the Semester	Tzs 650,000
2. Before Continuous Assessment 2	Tzs 377,500
3. At the Beginning of Second semester	Tzs 650,000
4. Before field practice	Tzs 377,500

7. Dressing code

To maintain college integrity and credibility, all students must keep decency for character and attitude. Students are required at all times during normal hours of study to be smart. Students must wear uniforms that is available at the campus for Tzs 40,000 per pair. It is advised to have a minimum of two pairs. Therefore, all students are required to be smart during lecture times to avoid disciplinary misconducts. Furthermore, wearing of Mini and micro skirts or clothes which do not cover fully the groins and the abdomen or transparent clothes is prohibited. Wearing of sandals and/or gum boots in the Canteen/ Cafeteria/Dining hall (once they are established) is undesirable.

8. Cafeteria and Canteen services

The College provides no food; however, the cafeteria is open for students at prescribed times to cater for students meals need. The college monitors the running of the cafeteria/canteen at limited-subsidized cost to enable students meet the meals within the affordable budget. Menu for variety of food are available at the Students canteen.

Despite of the above the college has an arrangement with the service provider where meals services (breakfast, lunch and dinner) will be provided at the cafeteria at a rate of Tzs 4,000 per day. Off campus students are allowed to enjoy meals services for breakfast and lunch at a rate of Tzs 2,500 per day.

9. Residence facility

The College provides a room and a bed. Students are required to bring with them the mattress. Other items associated with accommodation are the responsibility of the student/parent. Students are required to sign resident (hostel) rules and regulations, any violation of these rules and regulation will amount to students to be expelled from the facility. The Hostels are availed subject to:

1. Availability of rooms on reporting;
2. Accepting and Signing to abide to the hostel rules and regulations;
3. Acceptance in full participation in the cleanliness of the hostel and the surrounding compound;
4. Contribution to the cost of electricity that shall be computed for cost recovery only.

In order to access free accommodation a student must deposit Tzs 10,000 per semester to cover the cost of electricity and water in the hostel. The utility deposit shall be made into the utility account with the Finance department.

Failure to abide to this process may render the cancellation of the free hostel to you without any notice.

10. Identity card and registration fee

Each student will be required to have four (4) passport size photographs (colour) for processing s/her registration. Identity Cards will be available immediately on completion of the registration processes.

11. Medical examination

All students will be directed to register with National Health Insurance Fund on reporting at the college. All students must submit the medical examination report from the recognised health facility.

12. Discipline

Every student is expected to be exemplary in the society, that is good behaviour and maintain self-respect in accordance with the rules and regulations of the institute. It is the responsibility of the student to maintain self-discipline and respect of others. You will be provided with a copy of rules and regulations, which each student should abide to.

13. Seriousness in studies

In order to graduate, a candidate will need to pass all examinations (Continuous assessment and end of semester Examinations). Students are advised to familiarize themselves with the guidelines for continuous assessments and semester examinations.

14. Health Care

A sense of good health is mandatory to all students. General cleanliness and personal hygiene is hereby emphasized.

15. Documents for registration

During registration each student must produce original documents of certificates, statement of results, academic transcripts and birth certificate etc.

17. NACTE fees

For students to be registered by National Council for Technical Education, (NACTE) must pay for the registration fee of Tzs 25,000 and annual quality assurance of Tzs 15,000.

18. Mode of application

All qualified and interested applicants must fill in application forms obtained at the college campus that is sold at Tzs 30,000 attach copies of all relevant supporting documents and send them to:

The Principal, Apple Valley Institute of Health and Technology, P. O. Box 15805, Dar Es Salaam. Qualified selected applicants will be informed by admission letters before course commencement. Application forms are physically available at the College in Kigamboni campus, or can be downloaded from www.applevalleyhealth.ac.tz, filled and sent to the above address. **Online applications and/or attachments are encouraged.**

DECLARATION FORM ON CONDITIONS FOR INSTITUTE REGULATIONS AND BY-LAWS

INSTRUCTIONS:

Read this form carefully and be sure that the contents are clear to you before filling it. Incomplete forms shall not be considered. Use capital letters to fill this form

STUDENT'S PARTICULARS

SURNAME: MIDDLE NAME.....FIRST NAME.....

MARITAL STATUS..... NO. OF DEPENDANTS

DATE OF BIRTH SEX

NATIONALITY.....

PRESENT ADDRESS:

P.O. BOX TEL.NO..... Email:

STREET..... TOWN

VILLAGE..... WARD.....

DISTRICT..... REGION.....

PERMANENT HOME ADDRESS:

P.O. BOX..... TEL.NO..... Email:

STREET..... TOWN.....

VILLAGE..... WARD.....

DISTRICT..... REGION.....

INSTITUTE REGULATIONS AND BY-LAWS

As a student of this Institute you will be required to adhere to the Institute regulations and by-laws listed here-under: -

- Examination Regulations
- Students General Welfare, Conduct and Disciplinary matters
- Regulations governing the use of Library, Laboratories, Hostels, Dispensary, Classes and Sports facilities.

The Institute authority reserves the right for the interpretation of its rules and regulations and the right to change them, as it may deem necessary.

NB: Information /or the details of the above named regulations will be given to students during orientation period.

STUDENT’S DECLARATION ON INSTITUTE REGULATIONS AND BY-LAWS

I..... (Name of student) (Surname, Middle name, First name) of..... (Postal Address) DO HEREBY accept and promise to adhere to regulations and by-laws of the Institute as stipulated in this declaration form. I understand that any breaching of the regulations and by-laws stated therein will result in discontinuation and expulsion from the Institute.

SIGNED AND DELIVERED this..... day of..... (month)..... (year) at..... (place)

..... STUDENT’S SIGNATURE

PARENT/GUARDIN/EMPLOYER/SPONSOR PASSPORT SIZE PHOTOGRAPH SIZE OR EMPLOYER’S STAMP



I, (Name)..... Parent/Guardian/Employer (Surname, Middle name, First name) of..... (Name of Student) DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to Institute regulations and by-laws as stipulated in this Declaration form. I understand that any breaching of any of the regulations and by-laws stated therein will result into discontinuation and expulsion of the student from the Institute.

SIGNED AND DELIVERED thisday of..... (month)..... (year) at..... (place) (Signature of Parent/Guardian/Employer) (Date) Address..... Tel. noEmail

WELCOME TO Apple Valley Institute of Health and Technology – the Blue Diamond of Tanzania

MEDICAL EXAMINATION FORM

To be filled by a Medical Officer.

FULL NAME OF STUDENT.....

SEX: MALE/FEMALE.....

HB TEST:

STOOL:

URINE MICRO.....

T.B TEST.....

EYE EXAMINATION.....

E.N.T.....

CHEST.....

CHEST X-RAY.....

ABDOMEN.....

ADDITIONAL INFORMATION Physical Defects of Impairments, Infections, Chronic, or Hereditary (family) Disease.

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I certify that I have examined the above Student and consider that he/she is physically/not physically fit for further studies.

NAME & SIGNATURE DESIGNATION & STAMP