



Apple Valley Institute of Health Science and Technology

P O Box 15805, Shangwe Business Complex Kigamboni Municipal Council,
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Website: www.applevalleyhealth.ac.tz

JOINING INSTRUCTIONS SEPTEMBER INTAKE

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/ Kibada, 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). For more info and guidance don't feel ashamed to contact us.

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 at the Institute campus.

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 on the first week of opening the institute.

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, black leather shoes and TPH. etc.
- ✦ Students must observe rules and regulations pertaining to students conduct and discipline.

8. Tuition fees and other financial requirement.

The fees structure for the **Pharmacy students** is presented below.

Sn	Item	September Intake
1	Tuition Fee	1,800,000
2	Other charges	480,000
Total		<u>2,280,000</u>

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

1. Pharmacy Practice (Field/Research) **Tzs 100,000** to be paid (1st Semester)
2. End of Semester two Examination Fees as per (MoH) **Tzs 150,000** to be paid (2nd Semester)

PHARMACEUTICAL COURSES

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 1st Semester (03/10/2023)**Tzs 650,000/=**
2. Two month after beginning of 1st Semester (12/12/2023).....**Tzs 490,000/=**
3. At the Beginning of Second semester (25/03/2024)**Tzs 650,000/=**
4. Two month after beginning of 3rd installment (25/05/2024)**Tzs 490,000/=**

OTHER PAYMENT FOR PHARMACY COURSE

Internal Supplementary /Special Examination (CAT)	50,000 100,000	-one module -more than one module	After declaration of end of semester one results
Repeat Module	The cost is determined based on the entire cost for the whole semester r that is currently estimated at Tzs 500,000 , in respect of the second semester's rep eat module (MoH) there shall be an additional payment t of Tzs 150,000 that is payable to the MoH		
Appeal	50,000	Per module	Within 14 days after declaration of results
Incomplete Exams (End of the semester one/two) due to non-payment of fees, sickness, poor class attendance etc.	300,000		After Declaring of Semester, one/two results students are mandatory to attend remedial classes before entering the end of the Semester Exams.
End of semester two Supplementary (Ministry supplementary)	Tzs200,000 for one module, more than one module Tzs300,000		For mandatory remedial classes, all students who attain the supplementary status must be prepared by the college before re they sit for the National Exams
Medical Capitation (with no NHIF)	50,400	All Students	After declaration of end of semester one results
TPH	50,000	Level 4&5	At the beginning of semester 2
Penalty (Misconduct Exam Rules)	50,000	Any	Within 14 days after declaration of results
Graduation	70,000	Finalist	After Final Result

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 and Field/practicum fees should be paid to the designated Bank account at the CRDB Bank –**AC 0150419445701**
- ✦ All other payment that includes Tuition fee should be paid to the designated Bank Account at the CRDB Bank –**AC 0150419445700**
- ✦ 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.*

On special arrangement a student may request from the principal to have a struggled payment of Tzs. 250,000/= per month provided the allotted amount is paid to meet the above instalments deadlines.

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

In order to access free accommodation a student must deposit Tzs **10,000** per semester to cover the cost of water in the hostel. The Water use deposit shall be made into the utility account with the Finance department. Resident students must be willing to pay for electricity bills that is shared among all student's failure of which will result into revocation of free residential offer.

9. 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 45,000** per pair, and lab coat for **Tzs 30,000**. It is advised to have a minimum of two pairs. 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.

10. 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.

11. 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:

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

12. 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. We advise student to careful keep his/her ID card to avoid penalty of Tzs 15,000 of renewing another ID card.

13. 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 recognized health facility preferable from Apple Valley Polyclinic located at Ungindoni.

14. Discipline

Every student is expected to be exemplary in the society, that is good behavior 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 of which each student should abide to.

15. 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

16. Opening Bank Acc

The college advice student to open Bank Acc with the CRDB Bank that has no monthly charges, this help students safeguard their pocket money, the initial deposit is Tzs 10,000 to rescue his/her money every time.

17. Health Care

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

18. Documents for registration

During registration each student must produce original documents of certificates, statement of results, academic transcripts and birth certificate etc. Each student shall be registered in particular semester/level within first two weeks of opening the college

19. NACTVET fees

For students to be registered by National Council for Technical and Vocation Education and Training, (NACTVET) must pay for the registration fee of Tzs 15,000.

20. 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:

Note:

Kindly be reminded that the content of this joining instruction may be amended by the College management depending on the changes in operational environment annually.

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/direct phone call 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 through collegeadmissionportal.ac.tz**

Annex: 1

1. Request to postpone studies with no strong reason such as serious sickness, death of parent/guardian shall only be received and entertained if received with 2 weeks of opening the semester.
2. Students can only be allowed to postponed upon paying the whole pending fee, the fee is due at the close of the ending semester/ year of which students with intension not continue studies must have indicated to do so before h/she leave for vocation
3. Discontinuing means that a student has to re-start study in the equivalent class, this does not mean that a student leaves the college, all students with discontinuation status must be invited to continue with their studies in the equivalent class. If the student does not indicate that he will not restart studying within 2 weeks of opening of the college he has to be billed regardless of the fact that he/she scored a discontinuation. The principal and the teaching team must be responsible for all discontinuation i.e. for each student's discontinuation a report of what caused discontinuation should be prepared and tabled to the board.
4. No fee shall be carried forward for any students unless there is express approved by the Director himself.
5. All outstanding balances for transfers' students should be recovered before any transfer.

Annex: 2

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.....

Annex: 3

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. no
.....Email

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

Annex: 4

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 & STAM