

NACTVET REG:
REG//BTP/152P

ADON UTALII COLLEGE,
P. O BOX 254,
BAGAMOYO.



Email: info@adonutaliicollage.co.tz
Website: www.adonutaliicollage.com
+255 620 630 007, +255 764 908 599

APPLICATION FORM 10000/=

(Nonrefundable)

FOR LONG COURSES AND SHORT COURSES

INTRODUCTION

Adon Utalii College is a registered institution. The college is located in the **historical town of Bagamoyo, near ADEM College**. The vocational training center has extensive experience in offering a variety of **long courses and short courses**. The center has developed strong links with potential employers across **Tanzania**, ensuring that students can easily secure employment immediately after completing their studies.

For many years now, the majority of graduates have been employed in **five-star hotels, private institutions, and non-governmental organizations**, while others have successfully ventured into **self-employment**. The college is also a recognized center for **qualified Form Four leavers** who wish to sit for **VETA National Examinations**.

Location: Bagamoyo Historical Area, near ADEM College

Contact us: +255 620 630 007, +255 764 908 599

Visit our website: www.adonutaliicollage.com

WELCOME ADON UTALII COLLEGE
PRINCIPAL

PART I: INSTRUCTION

Read this form carefully and make sure that the contents are clear before filling it. **Incomplete forms shall not be considered.**

- (a) Use **capital letters** to fill in this form.

PART II: STUDENTS PERSONAL INFORMATION

Field	Details
Applicant Name (in Full)	
Sex	
Date of Birth	
Nationality	
Name of Primary School	
Name of Secondary School	
Index Number	
Year of Completion	
Parent/Guardian/Sponsor Name	
Type of Relationship	
Mobile Numbers	

A. PARENT/GUARDIAN/SPONSOR INFORMATION

Field	Details
Full Name	
Sex	
Mobile Number	
Occupation	
Date	
Signature	

B. DECLARATION BY PARENT/GUARDIAN/SPONSOR

I hereby certify that I will be responsible for paying school fees and other contributions for:

Field	Details
Date	
Signature	

COLLEGE FEE STRUCTURE

LONG COURSES (NTA LEVEL 4, 5 & 6)

No.	Course Title	School Fee per year (Semester i)	Semester ii	Total fee	Course Duration	Entry Requirement
1	Tourism & Tour Guiding Operation	500,000	500,000	1,000,000	3 Year	Form IV leaver with at least two passes
2	Information Communication Technology (ICT)	500,000	500,000	1,000,000	3 Year	Form IV leaver with at least four passes including mathematics or should have completed NTA 4 or two subsidiaries
3	Full Secretary Course Stage I & II	500,000	500,000	1,000,000	3 Year	Form IV leaver with at least two passes
6	Hotel Management and Hospitality	500,000	500,000	1,000,000	3 Year	Form IV leaver with at least four passes

SHORT COURSES

No.	Course Title	School Fee	Others	Course Duration
1	Computer Application	500,000/=	No	One year
2	Nursery Teaching	500,000/=	No	One year
3	Clearing and forwarding	500,000/=	No	One year
4	Beauty (Urembo) Course	400,000/=	No	One year
5	Language course:	Free	No	
	English	Free	No	
	French	Free	No	
	Chinese	Free	No	
	Kiswahili	Free		

OTHER FEES

Item	1st Semester	2nd Semester	Total
Excursion Fee (For Long Course)	150,000/=	00	150,000/=
Student Union	10,000/=	00	10,000/=
Student ID	5,000/=	00	5,000/=
Accommodation Fee	120,000/=	00	240,000/=
Grand Total	285,000/=	00	285,000/=

RULES AND REGULATIONS

As a student of **Adon Utalii College**, you are required to read, understand, and append your signature to the rules and regulations outlined hereunder as your commitment to abide by them.

DRESSING CODE:

- The College has a strict dress code. A list of prohibited dress codes can be found at the entrance of the college.
- Students found dressed in prohibited clothes will not be allowed on the college premises.
- You will be required to wear the **college t-shirt** on **Mondays and Fridays**. Students not wearing the college t-shirt on these two days will not be allowed in the college premises.

NB: Students are required to put on the college t-shirts from home. Any student caught wearing their t-shirt after entering the college premises will have the t-shirt confiscated and will be required to buy a new one.

STUDENT CONDUCT:

- a) You are required to maintain a high degree of silence while in the college. Unnecessary shouting and any form of noise disturbance are strictly prohibited. Students disturbing the peace will be subject to suspension.
- b) You are expected to show high levels of respect to lecturers and staff. Any disrespect towards staff will lead to suspension and a disciplinary hearing upon return.
- c) Fighting on college premises is strictly prohibited. Any student involved in fighting will be suspended and required to attend a disciplinary hearing.
- d) Incitement to strike or violence by any student will lead to discontinuation of studies.
- e) Before entering any office, you must pass by the secretary and obtain permission to enter.
- f) Students involved in any form of sexual misconduct or indecent behavior will have their studies discontinued.

COLLEGE PROPERTY:

- College property should be treated with care. Any student who destroys or damages college property will be required to pay for repair or replacement.

CLASS ATTENDANCE:

- You are expected to attend all classes during lecture periods. If you are sick or have an emergency, ensure you seek permission from the Secretary of the college and inform both the lecturer and your class representative.
- Students who do not notify or obtain permission for their absence will be liable for suspension.
- Students with less than **75%** class attendance in a semester will not be allowed to sit for end-of-semester exams.

EXAMINATIONS:

The College issues four sets of examinations each semester:

- a) Individual assignments (10 marks)
- b) Group assignments (10 marks)
- c) Continuous assessment tests (20 marks)
- d) End-of-semester examination (60 marks)

For assignments:

- If a student fails to show up for an assignment on the given day, they must explain to the respective lecturer. The lecturer may or may not offer a replacement assignment at their discretion.

For continuous assessment tests:

- No make-up tests are allowed. If a student misses a test, they forfeit the 20 marks. However, special consideration may be given for critical illness, with documentation provided to the administration.

For end-of-semester exams:

- Students who miss exams for any reason will be allowed to sit for special exams when offered by the college.

NB: Students who do not attain a **pass mark of 60%** will not be allowed to sit for **Competence-Based Assessment (CBA)** exams for VETA, NVA, and NTA courses.

Students caught in any form of examination irregularities (including cheating or impersonation) will be suspended immediately, and any exams taken prior to the irregularities will be revoked. Students will not be allowed to sit for further exams if found guilty in special exams.

FEES PAYMENT:

- Parents/guardians/students must pay their fees on time. No student will be allowed to sit for exams if they have not paid the semester fees.

FIELD ATTACHMENT:

- The College does not provide field attachment but supports students in securing field placements through their lecturers. The costs of field attachment are to be borne by the student/guardian/parent.

STUDENT DECLARATION:

I acknowledge that I have read and understood all the information above and hereby make a declaration to abide by these rules and regulations.

Date: _____

Applicant Signature: _____

FOR OFFICIAL USE / KWA MATUMIZI YA OFISI:

Date: _____

Course Selected: _____

Signature and College Stamp: _____

IMPORTANT NOTE:

1.1 Make sure you read admission requirements before choosing a Program

1.2 Admission Support: 0620630007, 0627140944, 0714 843 815, +255 614 25350

1.3 Please fill and return this form with: -

7.4.1 Photocopies of your Secondary education certificates and other related certificates.

7.4.2 A non-refundable NACTVET registration fees of 10,000/TZS must be paid to:

- NMB Account Number: 21010040978
- Account Name: ADON UTALII COLLEGE

MEDICAL FORM

To the Medical Officer,

Mr./Mrs./Miss _____ (Name in Full)

Please examine the above-named individual for their physical and mental fitness for a full-time training course. The examination should include the following categories:

A. Examination Categories:

1. Physical Fitness:

- a) Eye Sight: _____
- b) Hearing: _____
- c) Speech: _____
- d) Venereal Diseases: _____
- e) Leprosy: _____
- f) Limbs: _____
- g) Epilepsy: _____

2. S.T.Ds: _____

3. Urine: _____

4. Blood Sugar (B/S): _____

5. Stool: _____

6. Chest: _____

7. U.P.T. (Urine Pregnancy Test): _____

8. Abdomen: _____

9. Any Chronic Disease:

(State if there is any chronic disease that requires the college's attention)

B. Additional Information:

1. Blood Group: _____

2. Neuroses: _____

3. Other Serious Diseases (e.g., Ulcers, BP, etc.): _____

4. Pregnancy: _____

I, Dr. _____ (Name of the doctor), working at
_____ (Clinic/Hospital Name), have carefully
examined this student. Therefore, I hereby professionally confirm that the student
named above has been thoroughly checked.

Date: _____

Designation: _____