



SAINT ALVIN INSTITUTE OF HEALTH AND ALLIED SCIENCES (SAIHAS)
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ADMISSION LETTER

Our Ref: SAIHAS/ADM/2020/51

Date: 15th September, 2020

Dear: APPLICANT,

RE: ADMISSION TO TECHNICIAN CERTIFICATE/ ORDINARY DIPLOMA IN CLINICAL MEDICINE, ACADEMIC YEAR 2020/2021, (SEPTEMBER INTAKE)

Refer to your application for admission into Technician Certificate/ Ordinary Diploma In Clinical Medicine programme for the academic year **2020/2021**

Kindly be informed that your application has been successful, Congratulations for being selected and thank you for choosing **St. Alvin Institute of Health and Allied Sciences (SAIHAS)**.

The academic year will commence on **15th, November 2020**.

Enclosed herewith are instructions provided for your guidance and you are requested to read them very carefully before you come to the College. Upon arrival you will be issued with Student's By-laws which cover more fully the regulations governing your stay at SAIHAS.

You are required to confirm acceptance of this offer by sending a short message or call to mobile number: **+255 753 672 659** for reservation of your vacancy. All payments made through the College's Bank accounts should be accompanied with bank pay in-slips upon arrival by a student.

All payments should be made through **NMB bank Account No. 20110042783** with the name **ST. ALVIN HEALTH COLLEGE**

NOTE: Payments by Cash, M-Pesa, Airtel money, Tigo Pesa is strictly **NOT ALLOWED**, the College will take **NO** responsibility for any payment made through mobile phones.

You are required to report at the College as soon as possible, Registration will commence on **15th October to 10th November, 2020**.

COLLEGE REGISTRATION NUMBER: REG/HAS/193P

GENERAL INSTRUCTIONS

1. LOCATION AND TRANSPORT TO SAIHAS

Saint Alvin Institute of Health and Allied Sciences (SAIHAS) is Located at Kihonda Maghorofani ward, Morogoro CBD District in Morogoro region which is about **1 Kilometer** from Msamvu Bus Terminal.

In order to arrive at SAIHAS from anywhere in Tanzania, you will have to board a public or private transport to Morogoro (Msamvu Bus Terminal) then take a City bus transport (Daladala) heading to Manyuki/ Kihonda kwa Chambo, drop at Barabara mpya where you will find the direction showing the College's location, or you will be asking for help from the College contacts.

2. ARRIVAL

You should arrive at SAIHAS on 15th October, 2020. Please make your own travel arrangements to enable you travel to SAIHAS. You will have to meet all travel expenses on your own and there will be no refund/ reimbursement.

3. ACCOMODATION

The Institute has on-campus accommodation, for those who will secure on campus accommodation, all rooms are shared.

Accommodation is FREE to all Students; you will be required to sign an accommodation tenant agreement form / contract before allocated to the room. In a room you will find a bed, mattress and key.

Accommodation does not include meals, Meals allowances can be paid direct to a particular student by his / her Sponsors, the College has a well-organized Cafeteria where students can find food and other needs in an affordable price (Optional).

PLEASE TAKE NOTE OF THE FOLLOWING;

1. ALL MONIES PAID ARE NON-REFUNDABLE; Make proper decisions before payments.
2. This fee structure is annual; hence the management reserves the right to change the fees structure at the end of each academic year. The accommodation cost does not include

NB: The information below is meant for those who will secure on campus accommodation. The institute does not provide students with bed linen, you are therefore advised to bring the following items with you:

- a) One pillow
- b) A bucket, Food Container and Spoon
- c) One Mosquito Net
- d) Two bed sheets
- e) One towel and snickers

4. NECESSARY REQUIREMENTS FOR ALL STUDENTS FOR PRACTICAL PURPOSES

- a) Clinical Thermometer (1)
- b) Stethoscope (1)
- c) Glucometer (1)
- d) Bp Machine (1)

NB: The above apparatus can also be found at the College for Tshs. 150,000/-

5. INSTITUTION'S UNIFORMS

MALES:

- a) Two Khaki Tetron/Cotton Trousers, students are NOT allowed to tailor tight trousers.
- b) Two white shirts with short sleeves
- c) Black or Dark Brown Shoes
- d) Two white Clinical Coats. One should be long with long sleeves and the other should be short with short sleeves.

NOTE: All uniforms are Tailored at the College for a total of Tshs. 200,000/- except shoes.

FEMALES:

- a) Two heavy Tetron/ Cotton White Dresses with Dark Blue Label on shoulders and short sleeved. Make sure your dresses are 2 inches below the knees.
Dresses design should resemble the Nurses Uniforms.
- b) Two white Clinical Coats. One should be long with long sleeves and the other should be short with short sleeves

NOTE: Jeans materials are not allowed in Classes and during Clinical / Practical rotations.

6. DOCUMENTS REQUIRED (Please bring them with you)

- a) Application/ Registration Form
- b) Original O-Level Certificate and or a Valid Transcript (result slip)

- c) Three Recent passport size photos of the student
- d) Bank pay in slips
- e) A dully filled Medical Examination Certificate/ form

Please Note: Students are required to bring their Original documents on **Registration day.**

7. REQUIREMENTS FOR PAYMENTS OF TUITIONS FEES AND OTHER CHARGES.

- a) Tuition fees should be paid in full at the beginning of each academic year or in four to six installments.
 - b) Fees once paid will not be refunded if a student withdraws or leaves the College without permission from the Principal or disqualified in examination or dismissed for indiscipline.
 - c) However, fifty percent (**50%**) of fees may be refunded, if a student notifies the Principal to withdraw from the College within the first four weeks from the beginning of the academic year.
 - d) Payment by Cheque, International Money Orders (IMO) etc is accepted prior to clearance by the Bank.
 - e) Payment by M –Pesa, Tigo-Pesa and Airtel Money is **Strictly Not Accepted.**
- SCHOOL FEES FOR 2020/2021, All payments shall be made directly to the College’s Bank Account, at any branch of National Microfinance (NMB) Bank.

Account Name: ST. ALVIN HEALTH COLLEGE

Account Number: 20110042783

8. TUITION FEES AND OTHER PAYMENT DESCRIPTION

S/N	ITEM	AMOUNT(TZS)	RESPONSIBLE	PERIOD
A	TUITION FEE	1,900,000/=	ALL	Paid once or in four installments
B. OTHER CHARGES				
1	IDENTITY card	10,000/=	ALL	Once at the beginning of first semester.
2	Registration fee	50,000/=	ALL	Once at the beginning of first semester
3	Student Union	10,000/=	ALL	Once at the beginning of every year.
4	NACTE Quality Assurance	35,000/=	ALL	Every year at the beginning of the first semester
5	Internal examination	200,000/=	ALL	Every year at the beginning of the first semester
6	Caution Money	100,000/=	ALL	Once at the beginning of first semester
7	Practical Procedure Book	60,000/=	ALL	Every year at the beginning of the first semester
8	Medical capitation (NHIF)	60,000/=	Mandatory for all students without any Health Insurance	Every year at the beginning of the first semester
9	Practicum guide	175,000/=	ALL	Once at the beginning of first semester
10	Stationeries	100,000/=	ALL	Every year at the beginning of the first semester
TOTAL		800,000/=		

PAYMENT SUMMARY IN FOUR INSTALLMENTS

FIRST SEMESTER		
First Installment	975,000/=	At the beginning of 1 st Semester when reporting at the College
Second Installment	500,000/=	Two months after the beginning of 1 st Semester
SUB TOTAL	1,475,000/=	
SECOND SEMESTER		
Third Installment	825,000/=	At the beginning of 2 nd Semester
Fourth Installment	400,000/=	Two months after the beginning of 2 nd Semester
SUB TOTAL	1,225,000/=	
GRAND TOTAL (A+B)	2,700,000/=	

OTHER PAYMENTS WILL DEPEND ON THE SEMESTER/ YEAR OF STUDY.

Clinical Rotation	200,000/=	All students with Clinical rotations	Every semester with Clinical rotations, fees shall be paid one month before commencement of rotations.
National examination fees	150,000/= (Subject to changes will depend with the directives from NACTE).	ALL	Before 15 th of January of Every Academic Year.

PLEASE TAKE NOTE OF THE FOLLOWING:

1. ALL MONIES PAID ARE NON-REFUNDABLE, make proper decision before payments
2. This fee structure is annual; therefore, the management reserves the right to change the fees structure at the end of each academic year.
3. All payments should be made on time at every start of these semesters for those who are paying in two semesters and every end of two months of those who are paying in four installments.
4. No student will be allowed to seat for either Internal or external examination even accessing the College services before completing his / her due payments.

On behalf of the Management, I wish to extend to you a warm welcome and a successful period of study at Saint Alvin Institute of Health and Allied Sciences.

Sincerely Yours



Richard R. Robert

Director-SAIHAS

