

TAREHE: 22 - 12 – 2025

REGISTRATION NUMBER: NACTVET REG: REG/BTP/152P

NDUGU MZAZI /MLEZI/MWANAFUNZI

Adon Utalii College (AUC), Bagamoyo ni chuo kilichoanzishwa mwaka 2023, tumeweza kufaulisha wanafunzi ambao wapo kwenye nafasi mbalimbali za kikazi na biashara ndani ya nchi ya Tanzania. Mwanafuzi anapohitimu masomo yake hapa chuoni ana uwezo wa kufanya yafuatayo:

- a) Kuendelea na Program za NACTIVET kwenye chuo chochote Tanzania
- b) Kupata ajira serikalini
- c) Kupata ajira kwenye sekta binafsi
- d) Kujiajiri mwenyewe

Chuo kimesajiliwa kutoa kozi tofauti tofauti za muda mfupi na muda mrefu (short and long courses). Mazingira ya chuo ni rafiki kwa kusoma na walimu wamebobea kwenye taaluma. Ofisi zipo wazi muda wote kwa mzazi au mwanafunzi kutoa au kuomba ushauri wakati wowote.

Mwanafunzi anaombwa kufika chuoni kuanzia tarehe 06/01/2026 hadi 13/01/2026 akiwa na kianzio cha ada kisichopungua shilingi laki mbili **(Tzs 200,000/=)** kama hataishi kwenye hostel za chuo au shilingi laki tatu **(Tzs 300,000/=)** kama ataishi kwenye hostel ili kuanza masomo yake. Ada nyingine italipwa katikati ya muhula au mwisho wa muhula.

Tumeambatanisha fomu yenye maelekezo na sheria na taratibu za chuo. Unaombwa kujaza na kurudisha chuoni siku ya usajili. Kwa maelezo ya ziada na maswali yeyote tafadhali wasiliana nasi kwenye namba zetu hapo juu.

Asante.

Wako Mwaminifu

.....

Emanuel A. Kasango

MKUU WA CHUO



ADON UTALII COLLEGE

Providing Quality Training

STUDENT REGISTRATION FORM

(To be filled by students joining the college for the first time)

Thanks for showing interest in our training programmes.

As student at Adon Utalii College, you will become a part of lively, friendly and progressive Institution.

First Name		Surname	
Date of Birth		Nationality	
Marital Status		Occupation	
District of origin		Place of Birth	
Postal Address(Home)		Telephone	

EDUCATION BACKGROUND

Name of School	Year Attended		Award Obtained
	From	To	

Please indicate by ticking the course admitted for:

1. Clearing and forwarding
2. Hospitality operations/Hotel management
3. Tourism of Tour guide operations
4. Information, Communication and Technology(ICT)
5. Computer Applications
6. Communications skills/English Course
7. Entrepreneurship

NOTE: JOINING INSTRUCTIONS/MAELEZO YA KUJIUNGA

1. Fees can be paid in staggered instalments, however you will not be allowed to sit for final examinations before completing fee payment.
2. Fees can be paid at the college through TCB account number 171218000284. Account Name: Adon Utalii College.

FEE STRUCTURE 2025/2026 FOR SHORT COURSES

- A. Direct payable to Adon Utalii College (inayolipwa chuoni ni NACTE, Student Identification card, students' organization, Bima, Tuition fees,

boarding, first Aid, Registration and Examination fees pamoja na Tear of wear.

DESCRIPTION	AMOUNT(TSH)	ACCOUNT NO.
Boarding	(optional 150,000/=)	NMB Bank 21010040978
Tuition	250,000/=	TCB Bank 171218000284
Examination/Certification	10,000/=	TCB Bank 171218000284
Registration fees	10,000/=	TCB Bank 171218000284
Students ID Card	5,000/=	TCB Bank 171218000284
First Aid	5,000/=	TCB Bank 171218000284
TOTAL	280,000/= (Without boarding)	
	430,000/= (With Boarding)	

B. Direct payable to student organization

- Student organization - 5000/=

C. Direct payable to students

- Meals
- Field Allowance
- Books and stationery

FEE STRUCTURE 2025/2026 FOR LONG COURSES, NTA 4, NTA 5 AND NTA 6

A. Direct Payable to Adon Utalii College

DESCRIPTION	SEMESTER 1 (TSHS)	SEMESTER 2 (TSH)	TOTAL (TSHS)
Boarding	Optional (150,000/=)	Optional (150,000/=)	Optional (300,000/=)
Tuition	400,000/=	400,000/=	800,000/=
Examinational	20,000/=	20,000/=	40,000/=
Registration	20,000/=	-	20,000/=
Student ID Card	10,000/=	-	10,000/=
NHIF (Bima)	50,400/=	-	50,400/=
First Aid	5,000/=	5,000/=	10,000/=
NACTE	20,000/=	-	20,000/=
TOTAL	525,400/= (Without boarding)	425,000/= (Without boarding)	950,400/= (Without boarding)
	675,400/= (With Boarding)	675,400/= (With Boarding)	1,250,000/= (With Boarding)

B. Direct Payable to Student Organization

- Student Organization - 5000/=

C. Direct Payable to Student

- Meals
- Field Allowance
- Books and Stationary

NOTE: Boarding: 300,000/= should be paid through NMB Account and Other payments should be paid through TCB Account.

Zingatia: Malipo ya Bodi ambayo ni 300,000/= yalipwe kupitia Akaunti ya NMB na malipo mengine yalipwe kupitia Akaunti ya TCB

RULES AND REGULATIONS

As a student of Adon Utalii College (AUC), you are required to read, understand and append your signature on the rules and regulations herein under as your commitment to abide by them.

DRESSING CODE

The College has a strict dress code. Dress types that are prohibited can be found at the entrance of the College, students found dressed in clothes that are prohibited will not be allowed in the College in the College premises.

You will also be required to be in the College T-shirt on Mondays and Fridays. You will not be allowed in the College premises on these two days if not in the College T-shirt.

NB: The T-shirt will be worn with black skirts or trousers.

STUDENT CONDUCT

- (i) You are required to observe high degree of silence while at the College. Unnecessary shouting and any disturbance in the form of noise making is strictly prohibited at the College premises. Any student found to disturb the College in noise making will be liable for a suspension from the College.
- (ii) You are required to observe high degree of respect for instructors and other members of staff of the College. Any student found to have disrespected any of the staff of the College will be liable for suspension from the College or any other disciplinary action.
- (iii) No fighting is allowed in the College premises students engaged in fighting will be liable for a suspension from the College or any other disciplinary action.
- (iv) Incitement to strike or violence by any student will warrant a discontinuation from studies.

- (v) Before entering any office, you are required to pass by the secretary and be allowed to enter the office.
- (vi) Students caught in any sexual misconduct or indecent behaviour in the College compound will have the studies discontinued.

COLLEGE PROPERTY

College Properties should be taken care of any student who destroys or breaks any of the properties belonging to the College will pay the costs of repair or replacement.

CLASS ATTENDANCE

You are required to avail yourself for class during lecture periods. In case you are sick or have an emergency, ensure permission is sought from the Dean of students and that information is also made available to the instructor of the subject that you will not attend as well as your class representative.

Any student who absconds classes without notification or permission will be liable for a disciplinary action.

Students whose class attendance in a semester will not reach 75% will not be allowed to sit for the end of semester examinations.

EXAMINATIONS

ADON UTALII COLLEGE
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The College issues four (4) sets of examinations in each semester

- (i) Individual assignments which carry 10 marks
- (ii) Group assignment which carry 10 marks
- (iii) Continuous assessment tests which carry 20 marks
- (iv) End of semester examination which carry 60 marks

For assignments, students who fail to show up on the day the assignment is given will be required to answer to their instructors of the subjects in question. Upon the discretion of the said instructor, they may or may not be given an assignment to compensate.

For continuous assessment, tests, once you are issued, there are no make-up tests. Once a student does not sit for these tests when they are issued for one reason or the other, they forfeit the 20 marks.

However, special consideration will be given to information that reaches the administration concerning a student who is critically sick on the day or week of the tests and therefore cannot be able to sit for these tests upon the day or week they are issued.

For end semester exams, students who do not sit for these exams for one reason or the other will not be allowed to sit special exams when they are offered by the College.

NB: students who do not attain a pass mark of 60% will not be allowed to sit for competence based Exams (CBA) offered by NACTVET.

Students who are caught in any form of examination irregularities (including but not limited to cheating impersonification) will be discontinued from sitting for remaining exams. If they have done any other exams in the same week prior to the irregularities, these exams will be revoked. The student will be suspended immediately and upon their return, a date will be set when they will be offered these exams. If they are involved in another irregularity in the special exams offered, their studies will be discontinued by the College.

FEE PAYMENT

Parents/Guardians are required to pay fees in time no student will be allowed to sit for exams before payment of semester fee is affected.

FIELD ATTACHMENT

The College does not provide field attachment. However, the management has permitted the instructors of various courses to assist their students to obtain field work.

The costs of these field attachments will be met by the students/parents/Guardians.

STUDENTS DECLARATION

I acknowledge to have read and understood all the information above and hereby make a declaration to abide.

Name of student	Signature	Date

Name of Parent/Guardian	Signature	Date

Address: Mobile:

