



THE ANGLICAN DIOCESE OF TANGA
St. Augustine Muheza Institute of Health and
Allied Sciences (SAMIHAS)

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JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2022/2023

Dear,
I am pleased to inform you that the National Council for Technical and Vocational Education and Training (NACTVET) has verified you to undergo
at St. Augustine Muheza Institute of Health and Allied Sciences (SAMIHAS) for the academic year 2022/2023.

1.0 INTRODUCTION

Saint Augustine Muheza institute of Health and Allied Sciences (SAMIHAS) is a Non-profit Faith Based Institution. It was established in 1939. It is owned by The Anglican Church of Tanzania. Its duties were and are still three: establishing self-support concept among individuals, families and communities; preaching the gospel; and perpetuating the healing ministry of Jesus Christ. To sustain the missions, the institute is engaged in training professionals, providing health and other communal services to the needy, conducting research and consultations, as well as grooming its students and workforce on faith matters.

2.0 OPERATION

St. Augustine Muheza Institute of Health and Allied Sciences operate under close supervision of The Anglican Diocese of Tanga. The institute is recognized by the Christian Social Services Commission (CSSC). It is registered by National Council for Technical and Vocational Education and Training (NACTVET) with registration number REG/HAS/088P and by TNMC licence number 0081 and registration number 03-055.

3.0 LOCATION OF THE INSTITUTE

SAMIHAS is located within premises of St. Augustine Muheza Designated District Hospital (SAMDDH-TEULE) in Tanga Region. It is about 1.5 km from Muheza Bus Stand.

4.0 IMPORTANT NOTE

You are required to carefully read, understand and abide to the instructions stated in this joining instruction.

5.0 ENROLLMENT PROCESS

Your enrollment shall be conducted through NACTVET system within a specified frame of time. Thereafter, you shall not be accepted. For your information, this enrollment process shall be done at the beginning of each academic semester.

6.0 DATE OF REPORTING TO THE INSTITUTE

You shall strictly be required to report officially at the Institute on Saturday 1st October, 2022.

However, you shall be informed if significant changes of the date occur. For more information, please contact the Admission Officer through the following address staugustinemuheza@gmail.com or info@samihas.ac.tz or mobile phone number 0743318653

7.0 MEDICAL EXAMINATION

You shall be required to undergo full medical examination done by a Medical Doctor. The Doctor shall be required to complete the attached Medical Examination Form. The form should be signed, sealed with an official stamp, and submitted by hand to the Institute at the time of enrollment. Otherwise, without it, you shall not be enrolled. All charges associated with the medical examination should be met by the student/parent/sponsor/guardian.

8.0 IMMIGRATION

If you are a foreign applicant you shall be required to settle your residential status with the Immigration Service Department before reporting to the Institute. The institute shall not be responsible for any issues related to immigration.

9.0 RELEASE LETTER

If you are an In-service (employee) applicant, you shall be required to submit a release letter from your employer indicating course of study you have selected. The letter must be produced at the time of enrollment.

10.0 ACCOMMODATION AND MEALS

10.1 Accommodation

- You shall be provided with accommodation. Nevertheless, you shall be required to bring one mattress (4in.x 2¹/₂ft x 6ft), one blanket, four pink colored bed sheets, one white mosquito net, and adequate decent personal dresses.

10.2 Meals

- The institute does not provide meals to students. However, the institute has contracted the service to a private Chef whose minimal costs are 3,000/= per day.

11 FEE SPECIFICATIONS

11.1 Fee Structure

- All payments should be done through account number as indicated in the fee structure attached. The original bank pay-in slip should be presented to the Account's Office for issuance of institute's receipt.

11.2 Modality of Payment

- Internal Examinations, Quality Assurance by NACTVET and CSSC, External Examinations by Ministry of Health, Identity Card, Uniform and fieldwork preparations shall be paid in full at the beginning of the year of study
- You shall be required to pay full **tuition fee and accommodation**, either once or in two installments per semester.

Semester 1

- First installment shall be paid on reporting at the institute by October 2022
- Second installment shall strictly be paid before end of December, 2022

Semester II

- Third installment shall be paid on reporting at the institute by April 2023
- Fourth installment shall strictly be paid before end of June, 2023
- **NOTE:** Fees once paid to the institute shall neither be refundable nor transferable unless otherwise

11.3 Fee for Fieldwork and Research

- Fee for field work spelled out in the fee structure table is specifically for preparations done by the Institute.
- You shall be required to cover the costs for your meals, stationery, printing and other services during fieldwork and research activities

12.0 Training REQUIREMENTS

On reporting at SAMIHAS, you shall be required to present to Admission Officer the following items:

- Original Certificates of Secondary Education Examinations (CSEE)
- Students learning kit including;
 - Blood pressure machine, stethoscope, patella hammer, tuning fork, auroscope, ophthalmoscope, laryngoscope, and watch with seconds hand (for clinical medicine programme)
 - Watch with seconds hand or pulse-meter, a pair of round ended scissors and a plastic apron (for nursing and midwifery programme)
- Original bank pay-in-slip for all payments done
- A clinical medicine student shall be required to bring a pair of white short sleeved shirts and khaki colored trousers for boys and a white short sleeved gown for girls.
- A box of latex powered medical examination gloves per each year of study
- A ream of A4 photocopy paper per each year of study
- Release letter for in-service student

13.0 AUTHENTICITY OF DOCUMENTS

- In case you are found to have present at any time documents that do not meet training standards, the Institute reserves the right to revoke (cancel) your enrollment or you shall be open for prosecution
- In case you postpone resignation or revocation (riot) your enrollment you shall be terminated from studies

14.0 CAUTION

- Fees once paid to the institute shall neither be refundable nor transferable
- The Institute does not have room to discuss an outlaw student. Therefore, if you are not abiding to national laws and governing training regulations of the Institute you shall be terminated from studies

15.0 HEALTH INSURANCE

- You shall be required to come with National Health Insurance Fund (NHIF) card in order to meet your health services.
- In case you don't have NHIF card, please come with Tshs. 50,400/= in cash and the institute shall make arrangement with NHIF office for your card.

16.0 CLOTHING

- Any female student identified wearing any kind of short, tight clothes or unformed clothes and unacceptable jewels at any time and place shall be expelled from the institute.
- Any male student identified wearing any kind of female clothes, jewels and unformed clothes at any time and place shall be expelled from the institute.

- A student shall not be allowed to wear any other kind of dress over the Institute's uniform apart from white sweater (pullover)

17.0 WORSHIP

- The Institute recognizes the individual's right of worshipping. However, it does not have any designated facilities other than Anglican Faith for that purpose. Nevertheless, students are allowed to worship according to their denominations

18.0 DISCIPLINE

- A student is required to demonstrate good behavior within and outside the Institute's premises at all times

**WISHING YOU THE BEST STUDIES WITH ST. AUGUSTINE MUHEZA INSTITUTE
OF HEALTH AND ALLIED SCIENCES (SAMIHAS)**

.....
N. G. L. Kasanjala
DIRECTOR



DECLARATION

I have read and understood contents of the joining instructions. I declare to comply with them all.

.....
Name of Applicant

.....
Signature

...../...../.....
Date

.....
Name of Parent/Sponsor/Guardian

.....
Signature

...../...../.....
Date

19.0 FEE STRUCTURE

19.1 FEE STRUCTURE FOR A STUDENT NURSE AND MIDWIFE

SN	DESCRIPTION		FIRST YEAR		SECOND YEAR		THIRD YEAR		BANK ACCOUNT
			SEM. 1	SEM. 2	SEM. 1	SEM. 2	SEM. 1	SEM. 2	
A	INSTITUTE FEE								
	1	Tuition Fee	850,000/=	850,000/=	850,000/=	850,000/=	850,000/=	850,000/=	NMB A/C No: 41906600155 Name: MUHEZA NURSING SCHOOL
	Subtotal		850,000/=	850,000/=	850,000/=	850,000/=	850,000/=	850,000/=	
B	WELFARE SERVICES								
	1	Accommodation	230,000/=	230,000/=	230,000/=	230,000/=	230,000/=	230,000/=	NMB A/C No: 41910002235 Name: MUHEZA SCHOOL OF CLINICAL MEDICINE
	Subtotal		230,000/=	230,000/=	230,000/=	230,000/=	230,000/=	230,000/=	
C	TRAINING AUTHORITIES								
	1	Quality Assurance (NACTVET)	15,000/=		15,000/=		15,000/=		NMB A/C No: 41910002236 Name: SAMIHAS SCHOOL OF CLINICAL MEDICINE
	2	CSSC Contribution	5,000/=		5,000/=		5,000/=		
	3	External Examinations by MoH	150,000/=		150,000/=		150,000/=		
	Subtotal		170,000/=		170,000/=		170,000/=		
D	STUDENTS WELFARE								
	1	Identity Card	20,000/=						NMB A/C No: 41902500168 Name: ST. AUGUSTINE MUHEZA (SAMIHAS)
	2	Uniform	120,000/=						
	3	Leaving Certificate						30,000/=	
	4	Internal Examinations	100,000/=	100,000/=	100,000/=	100,000/=	100,000/=	100,000/=	
	5	Fieldwork Preparations				200,000/=		200,000/=	
	Subtotal		240,000/=	100,000/=	100,000/=	300,000/=	100,000/=	330,000/=	
TOTAL			1,490,000/=	1,180,000/=	1,350,000/=	1,380,000/=	1,350,000/=	1,410,000/=	
GRAND TOTAL			2,670,000/=		2,730,000/=		2,760,000/=		

19.2 FEE STRUCTURE FOR A CLINICAL OFFICER STUDENT

SN	DESCRIPTION		FIRST YEAR		SECOND YEAR		THIRD YEAR		BANK ACCOUNT
			SEM. 1	SEM. 2	SEM. 1	SEM. 2	SEM. 1	SEM. 2	
A	INSTITUTE FEE								
	1	Tuition Fee	850,000/=	850,000/=	850,000/=	850,000/=	850,000/=	850,000/=	NMB A/C No: 41906600155
	Subtotal		850,000/=	850,000/=	850,000/=	850,000/=	850,000/=	850,000/=	Name: MUHEZA NURSING SCHOOL
B	WELFARE SERVICES								
	1	Accommodation	230,000/=	230,000/=	230,000/=	230,000/=	230,000/=	230,000/=	NMB A/C No: 41910002235
	Subtotal		230,000/=	230,000/=	230,000/=	230,000/=	230,000/=	230,000/=	Name: MUHEZA SCHOOL OF CLINICAL MEDICINE
C	TRAINING AUTHORITIES								
	1	Quality Assurance (NACTVET)	15,000/=		15,000/=		15,000/=		NMB A/C No: 41910002236 Name: SAMIHAS SCHOOL OF CLINICAL MEDICINE
	2	CSSC Contribution	5,000/=		5,000/=		5,000/=		
	3	External Examinations by MoH	150,000/=		150,000/=		150,000/=		
	Subtotal		170,000/=		170,000/=		170,000/=		
D	STUDENTS WELFARE								
	1	Identity Card	20,000/=						NMB A/C No: 41902500168 Name: ST. AUGUSTINE MUHEZA (SAMIHAS)
	2	Clinical coat	80,000/=						
	3	Leaving Certificate						30,000/=	
	4	Internal Examinations	100,000/=	100,000/=	100,000/=	100,000/=	100,000/=	100,000/=	
	5	Fieldwork Preparations				200,000/=		200,000/=	
	Subtotal		200,000/=	100,000/=	100,000/=	300,000/=	100,000/=	330,000/=	
TOTAL			1,450,000/=	1,180,000/=	1,350,000/=	1,380,000/=	1,350,000/=	1,410,000/=	
GRAND TOTAL			2,630,000/=		2,730,000/=		2,760,000/=		

19.3 FEE STRUCTURE FOR AN e-LEARNING NURSE AND MIDWIFE STUDENT

SN	DESCRIPTION		FIRST YEAR		SECOND YEAR		BANK ACCOUNT
			SEM. 1	SEM. 2	SEM. 3	SEM. 4	
A	INSTITUTE FEE						
	1	Tuition Fee	470,000/=	470,000/=	470,000/=	470,000/=	NMB A/C No: 41906600155
	Subtotal		470,000/=	470,000/=	470,000/=	470,000/=	Name: MUHEZA NURSING SCHOOL
B	TRAINING AUTHORITIES						
	1	Quality Assurance (NACTVET)	15,000/=		15,000/=		NMB A/C No: 41910002236
	2	CSSC Contribution	5,000/=		5,000/=		Name: SAMIHAS SCHOOL OF CLINICAL MEDICINE
	3	External Examinations by MoH	150,000/=		150,000/=		
	Subtotal		170,000/=		170,000/=		
C	STUDENTS WELFARE						
	1	Identity Card	20,000/=				NMB A/C No: 41902500168 Name: ST. AUGUSTINE MUHEZA (SAMIHAS)
	2	Leaving Certificate				30,000/=	
	3	Internal Examinations	100,000/=	100,000/=	100,000/=	100,000/=	
	4	Supervisory Visits	100,000/=		100,000/=		
	Subtotal		220,000/=	100,000/=	200,000/=	130,000/=	
TOTAL			860,000/=	570,000/=	840,000/=	600,000/=	
GRAND TOTAL			1,430,000/=		1,440,000/=		

19.4 FEE STRUCTURE FOR A COMMUNITY DEVELOPMENT STUDENT

SN	DESCRIPTION		FIRST YEAR		BANK ACCOUNT
			SEM. 1	SEM. 2	
A	ACCADEMIC FEE				
	1	Tuition Fee	340,000/=	340,000/=	NMB A/C No: 41906600155
	Subtotal		340,000/=	340,000/=	Name: MUHEZA NURSING SCHOOL
B	ADMINISTRATIVE FEE				
	1	Accommodation	230,000/=	230,000/=	NMB A/C No: 41910002235
	Subtotal		230,000/=	230,000/=	Name: MUHEZA SCHOOL OF CLINICAL MEDICINE
C	TRAINING AUTHORITY FEE				
	1	Quality Assurance (NACTVET)	15,000/=		NMB A/C No: 41910002236
	2	CSSC Contribution	5,000/=		Name: SAMIHAS SCHOOL OF CLINICAL MEDICINE
	Subtotal		20,000/=		
D	STUDENTS WELFARE FEE				
	1	Identity Card	20,000/=		NMB A/C No: 41902500168
	2	Uniform	120,000/=		Name: ST. AUGUSTINE MUHEZA (SAMIHAS)
	3	Internal Examinations	100,000/=	100,000/=	
	Subtotal		240,000/=	100,000/=	
TOTAL			830,000/=	670,000/=	
GRAND TOTAL			1,500,000/=		

