



MCHUKWI INSTITUTE OF HEALTH AND ALLIED SCIENCES

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JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA IN NURSING AND MIDWIFERY OFFERED AT MCHUKWI INSTITUTE OF HEALTH AND ALLIED SCIENCES.

Dear Selected Student.

I am glad to inform you that you have been selected to join Mchukwi institute of health and allied sciences (MCHIHAS) on this academic year 2023/2024, Mchukwi institute of health and allied sciences is a Faith Based organization (FBO) fully registered by NACTE with Reg. No. REG/HAS/136. The institute admits all students regardless of their faith, however all students are required to adhere to our rules and regulations.

LOCATION

MCHIHAS is located about 150km south of Dar es Salaam, 8km off Kilwa road; it is within Kibiti District, and Mchukwi Ward. Coming from Dar by public transport your journey will be starting at Mbagala rangi tatu bus terminal and drop at Kibiti town or at Mchukwi Mission Hospital junction (the junction is also known as njia panda ya Songa) where you will find cars or Bodaboda which will take you to Mchukwi Mission Hospital where the institute is located.

1.DATE OF ARRIVAL AND REGISTRATION

- I. All selected students are required to report at MCHIHAS Principal Office on **11ST OCTOBER,2023**
- II. Registration and orientation will commence on **9th to 15th OCTOBER,2023** from **8:00am -4:00 pm.**
- III. Failure to **report within two weeks** from commencement of registration date (i.e.9th to 15thOctober, 2023) will lead to deregistration.
- IV. All students are required to participate fully in the orientation program.

2. REQUIREMENTS FOR REGISTRATION

All selected applicants shall be registered after fulfillment of the following:

A. FEES PAYMENT

- i. All prescribed fees shall be paid directly to **NMB Acc.No. 21310004032**, Account name: **FPCT-MCHUKWI NURSING SCHOOL**.
- ii. Mode of payment can be either in cash, cheque or through institute bank account.
- iii. Upon arrival, you are required to submit the original pay- in slip to the institute accountant for receipt/acknowledgement.
- iv. Fees paid will not be refunded if a student withdraws or leaves the institute.
- v. No student shall be allowed to register or attend classes unless the required fee is paid as per Fee structure instruction.

B. DOCUMENTS FOR REGISTRATION

- i. All students must bring **Original Certificates or Original Result Slips** of Form Four/Form Six Certificate and Original Birth Certificate/affidavits.
- ii. Four current passport sizes with blue background.
- iii. Students shall be registered under the names appearing in the Certificates they submitted during application. No change of names shall be accepted unless all Requirements provided by – Laws have been observed.

C. OTHER REQUIREMENTS.

- **Books and Stationary**
 - 2 (two) A4 ream each year.
- **Clinical area requirements for personal practice in clinical session**
 - per year 2 boxes of non- sterile gloves and 1 box of surgical gloves.
 - Stethoscope, BP machine and clinical thermometer for first year second semester
- **Hostels requirements**
 - Two bed sheets, One bucket and One mosquitoes net 4*6size
- **Shoes required.**
 - Black, White or Brown Leather shoes, **Note** that open shoes and canvas are not allowed in classes or in practical areas

D.DURING AND AFTER REGISTRATION

- No student shall be allowed to postpone studies after the academic year has begun except under special circumstances. Permission to postpone studies shall be considered after the student has produced satisfactory evidence of the reasons for postponement to the Principal
- Students shall commit themselves by signing to abide the MCHIHAS Rules and Regulations as required in the registration form. A copy of the students Rules and Regulations shall be made available to the student through the office of the Principal. Students are encouraged to read and abide by them.
- A student registered for a course at MCHIHAS may not enroll concurrently in any other institution.

3: EMPLOYED STUDENTS,

All employed students are advised to settle their release from duties before reporting to MCHIHAS.

5: ACOMMODATION AND MEALS

- MCHIHAS has adequate accommodation for both females and males students.
- **MCHIHAS does not offer meals to students**, however, private run – catering facilities are available around MCHIHAS hostels at around Tsh.3000/= per day.

6: SCHOLARSHIP AND FINANCIAL ASSISTANCE;

All students who are under financial assistance / sponsorship are required to settle their sponsorship before registration.

7: DISCIPLINE

- Students are required to demonstrate good behavior within and outside the MCHIHAS Compound. Also they must follow MCHIHAS Students' By – Laws, rules and regulations.
- Failure to observe rule, regulations and By– Laws will attract a disciplinary action which may include expulsion from the studies.

8: FEE PAID DIRECT TO INSTITUTE.

PART ONE: Fee payable for Nursing Programme

ITEM	1 ST year	2 ND year	3 RD year
REGISTRATION FEE	30,000	25,000	25,000
TUITION FEE	1,430,000	1,430,000	1,530,000
EXAMINATION FEE –(INTERNAL EXAMS)	250,000	250,000	250,000

ID FEE	10,000	-	10,000
PRACTICAL EXPERIENCE BOOKS	10,000	15,000	15,000
MAINTANANCE FEE	55,000	55,000	55,000
QUALITY ASSURANCE (NACTE)	15,000	15,000	15,000
UNIFORM (<i>is paid once</i>)	80,000	-	Free
ACCOMODATION	Free	free	Free
COMMUNITY HEALTH NURSING FIELDWORK	-	90,000	
RESEARCH WORK			100,000
TOTAL	1,880,000	1,880,000	2,000,000

9.NB: OTHER COSTS NOT DIRECTLY PAID TO INSTITUTE.

- **Treatment fee**, for Non- NHIF members are advised to brings. **50,400/=** for facilitation of health insurance modalities which will be paid annually
- **Qualifying examination fee:** There will be **end of semester II qualifying examination** which is conducted by Ministry of Health, Community Development, Gender, Elderly and Children, students are required to pay **Tsh. 150,000/=**at the beginning of second semester each year.

10. SCHEDULE FOR PAYMENTSOF INSTITUTE FEE.

Description	Period /Months	1 st year	2 nd year	3 rd year
1 st Installment	16 th October 2023	470,000/=	470,000/=	500,000/=
2 nd Installment	04 th January 2024	470,000/=	470,000/=	500,000/=
3 RD Installment	31 st March 2024	470,000/=	470,000/=	500,000/=
4 th Installment	1 st June 2024	470,000/=	470,000/=	500,000/=

Thank you



Malsel D. Silyaki
ACTING PRINCIPAL

