

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM

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Forestry Training Institute Olmotonyi,

P. O. Box 943,

ARUSHA

Our Ref. No. FTI/12/106/8/D/

Date: 25th JUNE 2014

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**JOINING INSTRUCTIONS FOR STUDENTS ADMITTED AT THE FORESTRY
TRAINING INSTITUTE, OLMOTONYI**

1. I am pleased to inform you that, you have been selected to pursue a **course in Forestry** starting on **28th July 2014** at this Institute.
2. The Institute is located at about 17km North of Arusha City on Arusha – Nairobi highway. There are regular bus services between Arusha City and Ngaramtoni Town, and between Ngaramtoni town and Forestry Training institute Olmotonyi or you can hire transport to the Institute which is 3.2 km away.
3. You are required to report at the Institute on **28th July 2014**. Classes will commence on **4th August 2014**. You are strongly advised not to delay your arrival because no student will be admitted after **11th August 2014**. Detailed instructions will be issued to you on your arrival at the Institute. Your admission at the Forestry Training Institute depends on your agreeing to the following conditions:
 - (i) Boarders will stay in dormitories available at the Forestry Training Institute and shall be furnished with beds and mattresses only. Students are therefore, required to bring with them the following articles:-
 - (a) One pillow with spare pillow covers
 - (b) Two bed sheets
 - (c) A blanket and towels
 - (d) A long sleeved, green Textron or cotton overall
 - (e) Two passport size colour photographs
 - (f) Umbrella/raincoat and leather boots
 - (g) Mosquito net

Selected applicants shall incur the costs of the following items:

- Transport costs to and from the institute

Note: The weather is usually cool and temperatures may fall down to 11° C. especially in June and July. Night temperatures may be as low as 10° C.

- (ii) Food is served in the Institute dining hall and consists of four meals a day breakfast, mid-day tea, lunch and dinner. Off-campus students shall be served only with mid-day tea and lunch on Monday through Fridays (working days only).
- (iii) Students are required to buy the following stationery: pens, pencils, books, exercise books, erasers etc. Some of the reference books will be provided by the Institute's library.
- (iv) All students are required to have practical outfits which are long sleeved **green** overalls and leather boots. No student will be admitted until he/she has these items.
- (v) All students are required to ensure that they make adequate arrangements to sustain themselves financially. Once students arrive at the Forestry Training Institute, they will not be permitted to go outside the Institute to settle such matters. The Institute has no provision for loans to students.
- (vi) Detailed Institute's Rules, Guidelines and Regulations shall be handed over to you on arrival.
- (vii) Fees for Tanzanians shall be **Tsh. 1,700,000/=** for first year and **Tsh. 2,005,000/=** for second year for **Boarding** Students. **Day** students shall pay **Tsh. 1,030,000/=** for first year and **Tsh. 1,335,000/=** for second year. Non-Tanzanians will pay **US\$ 2,930.00** for first year and **US\$ 2,920.00** for second year of studies. (For all fees the allowances payable to students are excluded). We recommend foreign students be paid at least **US\$ 1,420** and **US\$ 2020** as personal allowance for the first and second year respectively. These prices are subject to change without prior notice.
- (viii) To confirm your admission, you shall be required to deposit 12 % of the tuition fee (*which is equivalent to Tsh. 204,000/=*) by 11th July 2014. Failure of which shall lead to losing of your admission.
- (ix) Tanzanian students may pay their training fees in **2** installments as follows:-
- At the beginning of the academic year at least **50%** of the total annual fees.
 - At the beginning of the second semester (January) **50%** of the remaining balance of the fees.
- A first year student shall not be registered without paying at least half of annual fee and continuing students shall not be allowed to proceed to the next semester without paying fully fees of the proceeding semester. The Institute Account details are as follows:
- Account name: **Principal Forest Training Institute**
 - Account number: **40801200102**
 - Bank branch: **NMB Clock Tower Arusha**
- NOTE:** *No any cash payments shall be received at the Institute, all payments shall be done through the above Institute bank account and bank slip shall be submitted.*

- (x) All students are required to undergo medical examination and fill the attached form to ascertain their fitness for the course. The medical report will be required during registration at the Institute.
- (xi) All foreign students are required to get residence permit before arriving in the country.

4. REGISTRATION AND ADMISSION:

Upon arrival at the Institute, during the commencement of the academic year, all students shall be registered and admitted only after fulfilling the following conditions:-

- (i) Payment of the required training fees for the academic year as stipulated under **3(xi)**. The fees are neither non-refundable nor transferable.
- (ii) Payment of a non-refundable registration fee of **US\$ 10.00** for non-Tanzanian students and **10,000/=** for Tanzanians.
- (iii) Tanzanian students should pay shillings **10,000/=** as student government contribution fees and Foreign students shall pay **US\$ 10**.
- (iv) Payment of caution money which is **US\$ 10.00** for non-Tanzanian students and **10,000/=** shillings by Tanzanian students. This is paid only once.
- (v) Presentation of **original certificates** and testimonials. Only documents used during application shall be accepted
- (vi) Presentation of a letter of admission and medical report.
- (vii) Having all the required out fits.

Please acknowledge receipt and confirm your interest to join us. Lastly, I kindly wish you a happy and safe journey to Olmotonyi.

KARIBU/WELCOME TO OLMOTONYI”.

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MEDICAL EXAMINATION

PART I: HEALTH EXAMINATION

To:

The Medical Officer/Practitioner,

..... (Centre),

..... (Address),

.....

Dear Dr./Mr./Mrs./Ms*

Please examine Mr./Mrs./Ms.* (Student's Full Name)

as to his/her* fitness for undertaking

(Name of the Course) at Forestry Training Institute Olmotonyi in Arusha, Tanzania.

PART II: MEDICAL CERTIFICATE (To be completed by Registered Medical Officer/Practitioner)

I,, have examined the above named student and consider that the applicant:

- (i) **DOES/DOES NOT*** have infectious diseases (e.g. tuberculosis or trachoma) or any other illnesses which could present risks to persons that will come in contact with.
- (ii) **IS/IS NOT*** in healthy condition which allows carrying out training away from home.
- (iii) **DOES/DOES NOT*** have full mental capacity, and
- (iv) **IS/IS NOT*** physically fit sufficient to take part in excursions and practical training that are strenuous.

Medical Centre: Designation:

Signature: Date:

Official stamp:

****Delete/Cancel whichever is not necessary/applicable***

TRAINING FEES AT THE FORESTRY TRAINING INSTITUTE OLMOTONYI

A. Fees for Tanzanian students payable to the Principal

SN	ITEM	DIPLOMA I	DIPLOMA II	CERTIFICATE I	CERTIFICATE II
1	Contribution to Training	450,000	770,000	450,000	770,000
2	Registration	10,000	-	10,000	-
3	Accommodation	170,000	170,000	170,000	170,000
4	Students Government Contribution	10,000	-	10,000	-
5	Caution money	10,000	-	10,000	-
6	Medical fees	50,000	50,000	50,000	50,000
7	Graduation	-	15,000	-	15,000
SUB-TOTAL		700,000	1,005,000	700,000	1,005,000
8	Cafeteria services	1,000,000	1,000,000	1,000,000	1,000,000
GRAND TOTAL		1,700,000	2,005,000	1,700,000	2,005,000

B. Recommended minimum allowances payable to students

SN	ITEM	DESCRIPTION
1	Out of pocket allowance	Negotiable with sponsor
2	Stationery	Tsh 60,000/= per annum
3	Outfit allowance	Tsh 60,000/= per annum
4	Travel ticket	Depending on destination
5	Special project	Tsh 80,000/=

C. Fees for non- Tanzanian students payable to the Principal

SN	ITEM	DIPLOMA I AND II	CERTIFICATE I AND II
1	Tuition	USD \$ 2,000.00	USD \$ 2,000.00
2	Board and Lodging	USD \$ 900.00	USD \$ 900.00
3	Students Government	USD \$ 10.00	USD \$ 10.00
4	Registration	USD \$ 10.00	USD \$ 10.00
5	Caution money	USD \$ 10.00	USD \$ 10.00
TOTAL		USD \$ 2,930.00	USD \$ 2,930.00

D. Recommended minimum allowances payable to foreign students

SN	ITEM	DESCRIPTION
1	Living (out of pocket allowance)	USD \$ 1,000.00
2	Stationery	USD \$ 120.00
3	Field practical	USD \$ 300.00
4	Study tour	USD \$ 300.00 (second year only)
5	Special projects	USD \$ 300.00 (second year only)
TOTAL		USD \$ 2,020.00