



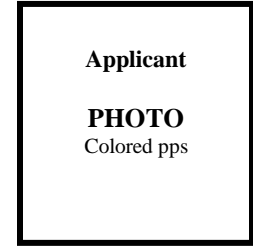
SERENGETI TOURISM COLLEGE - (SETCO)

P.O. Box 141, Mugumu- Serengeti, Tanzania

Tel: +255- 732- 985279, **Cell:** +255 784 485838

E-mail: info@setco.ac.tz // setcotz@yahoo.com

Website: www.setco.ac.tz



A/Form no.20.....(office use only)

APPLICATION FORM

Admission #:.....(For office use only)

Applicant should pay **TZS. 10,000/=** as non- refundable application fee so that this form to be official issued or processed , Intake applied for20.....

A. APPLICANT INFORMATION

(Fill the blanks in capital letters only)

Surname:..... First name:.....

Middle name:.....

How do you like to be called(your full name).....

Date of birth:.....Place of birth.....

Nationality..... Religion.....

Age..... Sex.....Marital status.....

No. of child (if married).....Mother work.....

Father occupation.....

Home address P.o BoxRegion.....

Home Tel/Fax/Mob. No...../...../.....

Nest kin (name and address) to be notified in case of Emergency

Full name.....address.....

Phone...../.....your relationship to him/her.....

B: PROFESSION AND EDUCATION BACKGROUND

Present high education.....since.....to.....

Title at present position.....since.....to.....

Are you employed **YES/NO**, if yes give employer details and address

Name;address.....

Describe your duties and responsibilities at this current position;.....

.....
Where did you get information about SETCO?.....
.....

C: SPONSOR`s

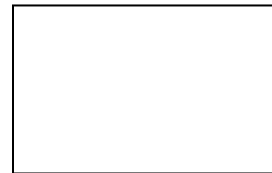
Parents/Guardian/Organization; Full name
Postal address.....Town/City.....region.....
Phone no./...../.....
E-mail address.....
Title/Place of work

I recommend M/s.....to under take

- 1.
- 2.

Courses and accepted to pay **ALL/PART**, of the fess and other related expenses in order to pursue the course.

Sponsor sign:..... Date.....



(official rubber stamp in case of organization & detached letter) **OR** (Right thump fingerprint in case of individual **person**)

D: PHYSICAL DISABILITY.

Applicant should declare his/her physical problem before enrolling, this will enable the SETCO management for in case of allocating student(s) for various fieldwork exercise and other routine.

Thus.

I.....have faced with the problem of
.....since.....

E: TERMS OF PAYMENT & CONDITIONS.

- i. SETCO, the fees can be paid in full amount or in installments i.e two equal halves installments for 1st year is allowed but you are most advised to pay only once if you can afford.
- ii. At *Serengeti Tourism College* the fees paid will never be refunded or transferred on bleaching the contract or termination of Student from the college.

F: AWARD

A candidate who will successfully complete any course program shall be awarded a recognized **Certificate** of his/her relevant field of study provided.

Applicant Declaration

I..... Comply with the above stated information and hereby admit that the information I have given is true and that I will adhere to it fully.

Applicant Signature.....

Date

Applicant right thump fingerprint





Courses offered and their Annual Tuition Fees

For
2015/2016



Table 1: Annual Tuition Fees for Basic Vocational Certificate, V/Certificate Lev. II and Advanced Vocational Certificates (NVA Lev.3)

Course Code	Course Programme	Tanzanian Students TSHS.	Total Fees	Non-Tanzanian Students US \$	Total Fees
BVC.	BASIC CERTIFICATE COURSE (Six (6) Months Programme, 3months in class & 3months Field attachment)				
BVC.0101	Basic Cert. in 1. Front Office(NVA 1) 6,month 2. Food & Beverage service – 6,months 3. Food Production (NVA 1) - 6,months 4. House Keeping (NVA 1) - 6,months	650,000/= 650,000/= 680,000/= 650,000/=	650,000= 650,000= 680,000= 650,000=	750 750 780 750	750 750 780 750
VC.L.II	VOCATIONAL CERTIFICATE LEV.II (15 months Programme, 12months in class & 3months field attachment)				
VC.II.0001	Front Office & Reception operations (FOR)	850,000/=	850,000/=	920.00	920.00
VC.II.0002	Food & Beverage Services and sales (F&BS)	850,000/=	850,000/=	920.00	920.00
VC.II.0003	Food Production/Preparation (FP)	850,000/=	850,000/=	920.00	920.00
VC.II.0004	Hotel Housekeeping & Accommodation Opr.	850,000/=	850,000/=	920.00	920.00
VC.II.0005	Professional TOUR GUIDE (TG)	850,000/=	850,000/=	920.00	920.00
0006	Nursery Teaching	850,000/=	850,000/=	920.00	920.00
0007	Cert. in Business Administration/management	850,000/=	850,000/=	920.00	920.00
ACL.III	ADVANCED V/CERTIFICATE LEV.III (19 months in class training and 3-4 months field attachment)				
VCIII.0101	Vocational Certificate in: Front Office & Reception Operations (NVA Lev. 3) 22,mths	1 st yr 1,030,000= 2 nd yr 500,000=	1,550,000=	1 st yr 1000 2 nd yr 600	1,600
VCIII.0102	Vocational Certificate in: Food & Beverage Services and Sales –FBS (NVA Lev. 3) 22,month	1 st yr 1,030,000= 2 nd yr 500,000=	1,550,000=	1 st yr 1,000 2 nd yr 600	1,600
VCIII.0103	Vocational Certificate in: Food Production cookery & Bakery –FP (NVA Lev. 3) 22,months	1 st yr 1,025,000= 2 nd yr 525,000=	1,550,000=	1 st yr 1,000 2 nd yr 605	1,605
VCIII.0104	Vocational Certificate in: House- keeping and Accommodation operation –HKO (NVA Lev.3)	1 st yr 1,030,000= 2 nd 500,000=	1,550,000=	1 st yr 1,000 2 nd yr 600	1,600
VCIII.0105	Vocational Certificate in: Professional TOUR GUIDING –TG (NVA. 3)	1 st yr 1,020,000= 2 nd yr 520,000=	1,550,000=	1 st yr 1,000 2 nd yr 605	1,605
VCIII.0107	Certificate in: Tourism and Travel Agency Management (NVA .3) - 22, months	1 st yr 1,000,000= 2 nd yr 500,000=	1,500,000=	1,000 600	1,600
Note	<ol style="list-style-type: none"> Please apply for the course which appear in our current advertisement and not otherwise During seminars and study tours students will meet their own costs, the college will not be responsible for such costs. No student shall be allowed into the campus without paying the College`s fees. The Fees are subject to change annually to reflect changing economic and financial circumstances 				

Table 2: Related and Support subjects to be thought to make the student to be Competent and fit into the current labour market

1.	Communication skills for hospitality industry	9.	Computer Application –(IT)
2.	Hospitality & Tourism skills	10.	Int. Languages (eng, French, Spanish)
3.	Quantitative Methods	11.	Interpretive skills (Geography, History, Ecology, Biology) for Tour Guide students only
4.	Entrepreneurship	12.	Customer Care
5.	Food Nutrition	13.	Environmental Issues (housekeepers & TG only)
6.	Life Skills		



Serengeti Tourism College (setco)

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REQUEST FOR MEDICAL EXAMINATION.

PART A:
TO THE MEDICAL OFFICER

DATE:.....

.....
.....

Mr/Miss.....

(Name in full)

Please examine the above named as to his/her physical and mental fitness enrolling as a College student. The examination should include the following categories:

- I** (a) Eye –Sight (b) Hearing (c) Limbs
- (d) Speech (e) Venereal diseases (f) Leprosy
- (g) Epilepsy (h) Abdomen (i) **TB**
- II** Neurosis
- III** Other serious disease
- IV** Pregnancy

PART B:
MEDICAL CERTIFICATE:

(To be completed by Government Medical Officer only)

I have examined the above named and consider that *he / she is physically *Fit / Unfit and Mentally –*Fit / Unfit) for enrolling the College/Secondary as a student

- I** (a) Eye – Sight
- (b) Hearing
- (c) Limbs
- (d) Speech
- (e) Venereal diseases
- (f) Leprosy
- (g) Epilepsy
- (h) Abdomen
- (i) TB
- II** Neurosis
- III** Other serious diseases.....
- IV** Pregnancy

Date:.....Signature.....

Station.....designation.....

(Delete as necessary)



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JOINING INSTRUCTIONS FORM. For 2015/2016

Dear,

We are pleased to inform you that you have been granted by the college Admission Committee to join the college on: _____ ready to start the course program of your choice.

Before the commencement of the course you are required: (both Tanzanian & Non-Tanzanian students)

1. To pay Tzs.

- i) **10,000/= or US \$ 15.00** for student ID card
- ii) **20,000/= or US \$ 20.00** for caution money (*non-refundable*)
- iii) **20,000/= or US \$ 30.00** for stationeries
- iv) **20,000/= or US \$ 30.00** for first Aid service (*non-refundable*)
- v) **20,000/= or US \$ 30.00** to hire a mattress for hostel students only
- vi) **20,000/= or US \$ 30.00** for students organization (Student government)
- vi) Fees for National Exam's(NVA 1 -3) conducted by VETA in every **June** and **December** each year, as follow; for both Tanzanian and non-Tanzanian students
 - a) Level I exam – **Tzs. 20,000/=**
 - b) Level II exam – **Tzs. 40,000/=**
 - c) Level III exam – **Tzs. 50,000/=**

Note: Student will be allowed to sit for level II exam after sat and pass in level I exam and level III after pass level II exam, upon completion of level III student/graduate will able to proceed with Diploma program NTA level V & VI).

2. UNIFORM, students shall Pay

- i) **50,000/=** female students and **52,000/=** for male students, this will cover for skirt/Trouser and Overcoat. Student will pay **Tsh. 10,000/=** for school T-shirt.
 - ii) Students will purchase their own shirt light blue long sleeves 2pairs, black covered shoes, 1 extra trouser/Skirt, Apron, Overall for Tour Guide students, Kitchen cot for FP students, Sports gear, (open shoes not allowed) socks both male and female- white
 - iii) NB: there will be departmental uniform, the student will be informed after admitted
3. Hostel students shall pay **Tshs. 60,000/=** per month for accommodation and Meal expenses, "we advice student to pay for 3 months at once (**180,000/=**)or student can pay **Tsh. 25,000/=** per month for accommodation only and purchase their own Food. Those who wish to get hostel service must book a chance in advance.
4. If you will fail to report within 14 days from the day of reporting your chance will be taken by the reserved list
5. For Non –Tanzanian students should have a valid Passport and obtain residence permit

6. Other requirements

- a) 4 - Pcs of colored passport size photos taken not more than six months ago
- b) Attach certificate copies of your general Education or college attended before applying to Serengeti Tourism College.
- c) Complete medical Examination Certificate signed by a recognized medical Officer /Clinical Officer
- d) If you are employed bring the employer certificate/ letter that Allows you to attend the course programs at SETCO.
- e) Hostel students shall come with Food utensils eg: Plate, spoon, cup together with Net, Bed sheets 2 -3 pairs, trough and 10 litre bucket (kimini),
- f) 40,000/= shall paid for graduation ceremony in 3rd semester

7 Terms and Conditions

- i) You are to obey and follow the college rules and regulations failure to that you will lead the college termination and the fees paid will never be refunded, negotiated or transferred on bleaching the contract or termination of Student from the college unless stated otherwise under very special circumstances.
 - ii) **All payments should be made direct to Serengeti Tourism College (SETCO) bank A/C No. 30206600280 NMB bank (Mugumu Branch P.o.Box 4, Mugumu) deposit can be made at any NMB branch country wide and submit the bank pay in slip in College`s cashier office or CRDB A/C No. 0150 332176400 (SETCO Guide)**
 - iii) The Fee`s shall be paid in full amount or installments of three equal halves with the minimum of 35% for long course, Fee`s must be paid during the admission of student to the course, the remaining balance shall be cleared not later that the starting of 2nd semester and if not the student will be suspended until payment received. For any special or short course programme the Prog. Fee`s shall be paid 100% at the beginning of the course programme.
8. Congratulation on your decision to pursue **Certificate/Diploma** from Serengeti Tourism College, You have taken an important first step toward success, and I am very proud to welcome you to our student body.

I wish you the best of luck with your students, and look forward to awarding you your career **Certificate/ Diploma!**

Yours Sincerely
SERENGETI TOURISM COLLEGE

Mr. Samwel MP
Gen. Manager
For. PRINCIPAL
SERENGETI TOURISM COLLEGE

Recommended tools for students during field studies, especially Tour Guide students,

1. Digital camera
2. Pair of Binocular
3. personal Tent
4. Flash disk, or external HD
5. Laptop computer is allowed in the college
6. Field Guide books (Mammals, Birds, trees & shrubs, Map)
7. Safari boot

Note: All above tools is not compulsory, is optional depends with student and his/her sponsor capability.