



ST.MAXIMILLIANCOLBE HEALTH COLLEGE

P.O.Box 905 Tabora Tel: +255 755 550 335

Email: stmaximilliancolbe@gmail.com

Website: www.stmhc.ac.tz

JOINING INSTRUCTIONS FOR PHARMACEUTICAL SCIENCES & CLINICAL MEDICINE COURSES MARCH 2021

1.0 Welcome message

It is a pleasure for the management of St. Maximilliancolbe Health College to welcome all students who have been selected to join our esteemed institution in academic year 2020/2021.

1.1 Location of the College

St.maximilliancolbe Health College is in Tabora Municipal, Ipuli Street near Majengo Primary School.

1.2 Date of arrival and Registration

All selected students should report at St. Maximilliancolbe College on 01st March 2021 from 8.00 AM - 4.00 PM for registration. Our first semester studies will commence on 15th March 2021

2.0 Payment Fees and Registration

Fees and other financial payment are responsibility to students and parent, sponsor or guardian. Fees are payable in full at the beginning of academic year or in two equal installments for each semester. The total fee is the sum of tuition fee and administrative fee as summarized below:

Pharmaceutical science courses (First year)

The total fee is Tsh. 2,535,000/= for hostel students and
Tsh. 2,135,000/= for non-hostel students

Clinical medicine courses (First year)

The total fee is Tsh. 2,765,000/= for hostel students and
Tsh. 2,365,000/= for non-hostel students

Each student must arrive with 1 bundle of A4 REAM paper during registration. (every year)

All prescribed fees shall be paid directly into College Bank Accounts below:

***** For any kind of payment, the institute DOES NOT accept CASH *****

ACCOUNT NAME: ST. MAXIMILLIANCOLBE COLLEGE		
1	CRDB BANK	0150479968300
2	NMB BANK	51010016891

2.1 Fees payable are detailed below

Pharmaceutical sciences course

i) Tuition Fee **1,500,000/= Per year**

ii) Administrative Fee

The Above Administrative Fee is classified below:

No	ADMINISTRATIVE FEES	AMOUNT (TSH)		
		1 ST YEAR	2 ND YEAR	3 RD YEAR
1	Registration fees	10,000/=	10,000/=	10,000/=
2	Identity Card (ID)	10,000/=	-	-
3	Student Union	10,000/=	10,000/=	10,000/=
4	Uniforms	120,000/=	-	-
5	Medical Fees (NHIF)	50,000/=	50,000/=	50,000/=
6	Internal Examinations	120,000/=	120,000/=	120,000/=
8	Field Practice	100,000/=	100,000/=	100,000/=
9	Caution money	50,000/=	50,000/=	50,000/=
10	Quality Assurance	15,000/=	15,000/=	15,000/=
11	Ministry of Health Exam	150,000/=	150,000/=	150,000/=
12	Accommodation (Hostel)	400,000/=	400,000/=	400,000/=
13	Graduation Fee	-	-	100,000/=
	TOTAL	1,035,000/=	905,000/=	1,005,000/=

During registration, a student must pay the full amount of total fee (2,535,000/=), or half amount (1,267,500/=) or a student may follow the payment pattern below:

- Tsh. 500,000/= during registration
- Tsh. 400,000/= before Test 1 examinations
- Tsh. 367,500/= before Test 2 examinations or 167,500/= for non-hostel students

The pattern above is applicable for both Semester 1 and Semester 2

NB: Fees paid shall not be refunded if a student withdraws, terminated or discontinue from the college.

Clinical Medicine course

i) Tuition Fee **1,500,000/= Per year**

ii) Administrative Fee

The Above Administrative Fee is classified below:

No	ADMINISTRATIVE FEES	AMOUNT (TSH) 1 ST YEAR	2 ND YEAR	3 RD YEAR
1	Registration fees	10,000/=	10,000/=	10,000/=
2	Identity Card (ID)	10,000/=	-	-
3	Student Union	10,000/=	10,000/=	10,000/=
4	Uniforms	120,000/=	-	-
5	Medical Fees (NHIF)	50,000/=	50,000/=	50,000/=
6	Internal Examinations	200,000/=	200,000/=	200,000/=
8	Field Practice / Clinical rotation	250,000/=	250,000/=	250,000/=
9	Caution money	50,000/=	50,000/=	50,000/=
10	Quality Assurance	15,000/=	15,000/=	15,000/=
11	Ministry of Health Exam	150,000/=	150,000/=	150,000/=
12	Accommodation (Hostel)	400,000/=	400,000/=	400,000/=
13	Graduation Fee	-	-	100,000/=
	TOTAL	1,265,000/=	1,135,000/=	1,235,000/=

During registration, a student must pay the full amount of total fee (2,765,000/=), or half amount (1,382,500/=) or a student may follow the payment pattern below:

- Tsh. 500,000/= during registration
- Tsh. 400,000/= before Test 1 examinations
- Tsh. 482,500/= before Test 2 examinations or 167,500/= for non-hostel students

The pattern above is applicable for both Semester 1 and Semester 2

NB: Fees paid shall not be refunded if a student withdraws, terminated or discontinue from the college.

2.2 Special requirements for Clinical Medicine course

Clinical medicine students are required to have the following learning tools (Sphygmomanometer, Patella hummer, Stethoscope, Tape measure, mercury thermometer, Pen torch and turning fore)

2.3 Documents and Registration

All new students are supposed to come along with:

- a. Copy of Academic Certificates or Original Result Slips**
- b. Copy of Birth Certificates**
- c. Three (3) passport size photos with blue background**

ii. There shall be no permission to change names appearing on submitted certificates during registration process unless stated otherwise

2.4 During and After Registration

- i. 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. Special circumstances shall include ill health or serious social problems.
- ii. Students shall commit themselves in writing to abide by the College's 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 Dean of Students.
- iii. Students shall be issued with identification cards, which they must carry at all times and which shall be produced when demanded by appropriate College Officers. The identity card is not transferable and any fraudulent use may result in loss of student privileges or suspension.
- iv. When a student loses the identity card, he/she shall report to the Office of Dean of Students, where a new one can be obtained after paying an appropriate fee (currently Tsh 10,000/=) as stipulated under College Rules and Regulations.
- v. A student registered for a course program at St. Maximiliancolbe Health College may not enroll concurrently in any other institution

3.0 Hostel Accommodation

There is limited accommodation of hostels available around the college is included in Administrative fee.

3.1 Uniforms

Cost payable for uniforms a student shall be provided two trousers, two shirts, one t-shirts and one clinical coat for males. And two gowns, one t-shirt and one clinical coat for females.

3.2 Meals and Stationery allowances

The College has cafeteria where students are served meals at affordable costs starting from 1000/= to 2000/= per meal, Cost for student's meal and stationery services is upon the student, parents, guardians or sponsors.

4.0 Field work Practice

The amount payable for field work practice is for supervision and support of tutors at the area where students are located for field work practice.

5.0 Worship

A student is allowed to belong to any religious group as allowed by the laws of Tanzania.

6.0 Communication

The registered students shall be required to visit notice board at all the time during the semester.

7.0 Discipline

- i. Students are supposed to demonstrate good behavior within and outside the campus. Student must follow St.maximilliancolbe College By-laws rules and regulations.
- ii. Failure to follow by-laws, rules and regulations, disciplinary actions shall be taken against.

8.0 Supplementary examinations

Students who fail in any module of end of semester one examination (but not discontinued), shall sit for supplementary examinations which will be paid at the amount of **Tsh. 40,000/=** for each module failed.



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REQUEST FOR MEDICAL EXAMINATION

Mr/Mrs/Miss..... (NAME IN FULL)

Please examine the above named as to HIS/HER physical and mental fitness for a full time Student Training Course. The Examination should include the following categories.

• Eye sight	• Leprosy
• Hearing	• Epilepsy
• Limbs	• Neurosis
• Speech	• Other serious diseases
• Veneral diseases	

MEDICAL CERTIFICATE

(To be completed by medical officer)

I have examined the above named and consider that HE/SHE is physically FIT/UNFIT and mentally FIT/UNFIT to full Training Course.

1. Eye sight.....
2. Hearing.....
3. Limbs.....
4. Speech.....
5. Venereal diseases.....
6. Leprosy.....
7. Epilepsy.....
8. Neurosis.....
9. Other serious diseases.....
10. Pregnancy

Approved by:

Name..... Signature..... Date.....