



ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES (SFUCHAS)



A Constituent College of St. Augustine University of Tanzania

P.O. Box 175

Ifakara, Tanzania

Phone: (255) 23-2931-568

Fax: (255) 23-2931-569

Email: principal@sfuchas.ac.tz

Website: www.sfuchas.ac.tz

Date: 10/7/2023

Dear

**REF: SELECTION TO JOIN DIPLOMA IN MEDICAL LABORATORY SCIENCES
FOR THE ACADEMIC YEAR 2023/2024**

Refer to the above-captioned subject.

Congratulations for being one of the candidates selected to join the **DIPLOMA IN MEDICAL LABORATORY SCIENCES** Programme at St. Francis University College of Health and Allied Sciences (SFUCHAS) for the academic year 2023/2024.

You are required to report at St. Francis University College of Health and Allied Sciences on **7th October 2023** for registration and orientation. Classes will commence immediately on **16th October 2023**.

Furthermore, this admission is provisional pending verification and submission of relevant documents at the time of registration. The joining instructions, Fee structure, accommodation, and other admission details will be accessible on the College website www.sfuchas.ac.tz.

We ask that you confirm your acceptance within one week, as there are many qualified candidates waiting for open slots. Please contact us at **0769810317** or **0658592300** to confirm your acceptance to admission to SFUCHAS. The timetable for orientation will be shared on the college website.

Note that tuition fees and other administrative payments indicated in the joining instructions should be made after getting a control number from **SFUCHAS SIMS Account**.

Once again congratulations and we look forward to receiving you

NB: For any inquiries please visit our website www.sfuchas.ac.tz or contact us through email at admission@sfuchas.ac.tz or call **0658592300 / 0769810317**

Regards,

Prof. Festus M. Kalokola

Deputy Principal – ARC

JOINING INSTRUCTIONS FOR THE ACADEMIC YEAR 2022/2023

1. General Instructions

- 1.1 **LOCATION:** SFUCHAS is located in Ifakara town, about 110 Kilometres from Mikumi town. The town is reachable through buses from Dar Es Salaam, Morogoro, Iringa, Dodoma, and Mbeya. Ifakara can also be reached by direct train from Dar Es Salaam, Mbeya, and Makambako.
- 1.2 You should report to SFUCHAS between 7th and 15th October, 2023 to be **appropriately guided by the Admissions Office**
- 1.3 You should bring with you the **admissions letter, joining instructions, and birth certificate** along with your **ORIGINAL Form Four (O level) and form six (A-level) Certificates (where applicable), a Medical Certificate of fitness from a recognized physician and two (2) recent passport size photographs.**

2. Payment of Fees and Registration

- 2.1 Fees and other financial obligations are the sole responsibility of the student and/or the sponsor or guardian.
- 2.2 Students must ensure that tuition fee is paid either:
 - (i) In FULL at the time of registration to cover the whole academic year, **or**
 - (ii) In TWO equal INSTALLMENTS at the beginning of each semester **or**
 - (iii) In FOUR equal installments; TWO installments payable in semester 1 and the other TWO installments in semester 2
 - (iv) Student union (Tsh. 20 000=/) is payable in a separate CRDB account after generating a control number (invoice) from SFUCHAS **SIMS account** which is accessible at

www.sfuchas.ac.tz

2.3 All administrative costs are payable in full at the time of registration (Beginning of the academic year)

NB: The caution money within the administrative fee is non-refundable

- 2.3 No student will be admitted to the University without paying the fees as stated above.

- 2.4 Fees once paid will not be refunded under any circumstances
- 2.5 **Money payable to the University except student union should be effected directly via mobile money (Airtel Money, Tigo Pesa, and M-Pesa) or into SFUCHAS CRDB Bank account, CRDB Agents/ WAKALA/ SIMBANKING/USSD/MOB APP after getting control number SFUCHAS SIMS account.**
- 2.6 Students transferred to SFUCHAS shall pay Tsh. 50, 000 as transfer fees.

3. DISCIPLINE

- 3.1 Students admitted to SFUCHAS are expected to observe and abide by the Admission Regulations, Student By-Laws, Examination Rules and Regulations, and any other lawful orders given by the SFUCHAS Management.
- 3.2 Students are required to **respect the Catholic goals of the University**; to conduct themselves always in a manner appropriate to their status as university students

4. UNIFORM

- **Male**
 - ✓ Two white shirts preferably short sleeves
 - ✓ Black leather Shoes (Open Shoes/Sandals and Canvas Shoes are not allowed during class hours)
 - ✓ Khaki colored two pairs of trousers (Cotton material)
- **Female**
 - ✓ Two white gowns (Gowns must be below knees)
 - ✓ Black leather Shoes (Open Shoes/Sandals and Canvas Shoes are not allowed during class hours)

**WELCOME TO THE COLLEGE
FOR. Principal**



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FEE STRUCTURE FOR DIPLOMA PROGRAMS (MEDICAL LABORATORY AND PHARMACEUTICAL SCIENCES) FOR ACADEMIC YEAR 2023/2024

Figures in TSHS

1: Payable to University

A: TUITION FEE

S/N	Description	Year 1	Year 2	Year 3
1	Tuition Fee	1,200,000	1,200,000	1,200,000
	Total Tuition fee	1,200,000	1,200,000	1,200,000

Tuition fee can be paid in four equal instalments; two instalments in semester one and the other two instalments in semester two.

B: ADMINISTRATIVE FEE

S/N	Description	Year 1	Year 2	Year 3
1	Registration fee	15,000	15,000	15,000
2	Sustainability Fund	45,000	45,000	45,000
3	ID Card	10,000	10,000	10,000
4	TCU Quality Assurance	20,000	20,000	20,000
5	Examination Fee	250,000	250,000	250,000
6	Caution Money	50,000	50,000	50,000
7	Special Faculty Requirement	330,000	330,000	330,000
8	Field supervision costs		150,000	150,000
9	Internet Service	10,000	10,000	10,000
10	Graduation Fee			100,000
	Total Administrative fee	730,000	880,000	980,000



Administrative fee should be paid at once during registration

All Official Correspondence to be addressed to the Principal of SFUCHAS

C: STUDENT UNION

S/N	Description	Year 1	Year 2	Year 3
1	Student Union	20,000	20,000	20,000
	Total student union	20,000	20,000	20,000

Student union should be paid at once during registration

D: TRANSFER FEE

A student transferred to SFUCHAS will pay 50,000.00 as a transfer fee.

2: Payable to student

S/N	Description	Year 1	Year 2	Year 3
1	NACTVET Exams fee	150,000	150,000	150,000
2	Stationery	100,000	100,000	100,000
3	Books	200,000	200,000	200,000
4	Fieldwork	-	480,000	480,000
5	Meals and Accommodation	2,618,000	2,618,000	2,618,000
	Total payable to student	3,068,000	3,548,000	2,548,000

3. Accommodation

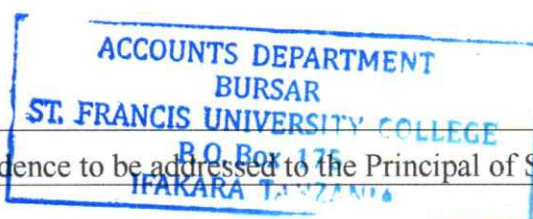
SFUCHAS provide accommodation with the rate of Tshs 400,000.00 per year, this fee can be paid once or twice a year

4. NHIF

Every student should have a Valid Health insurance so that can be used in medical services. However, for those who do not have Health Insurance will have to pay a Tshs 50,400 as Health Insurance fee to the University to cover medical costs through NHIF.

NB:

- Every student above 18 years old must have a NIN (National Identification Number) it is also known as NIDA Number.
- All payments payable to University are done by obtaining a control number through SIMS. Payment can be done via mobile money (Tigo Pesa, M-Pesa, Airtel Money, CRDB Bank, CRDB Agents and CRDB SimBanking USSD/App.)



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MEDICAL EXAMINATION FORM

To be completed by a registered Medical Officer.

1. STUDENT PERSONAL PARTICULARS

Surname.....Other names.....

AgeSex.....

Address.....
.....

2. PAST MEDICAL HISTORY

(A) Has the student ever suffered from any of the following medical conditions?
Indicate Yes or No

1. Allergies.....
2. Hypertension.....
3. Diabetes Melitus.....
4. HIV/AIDS.....
5. Major surgeries.....
6. Tuberculosis.....
7. Psychiatry illness.....
8. Physical disability.....
9. Heart Disease.....
10. Asthma.....
11. Any other condition(s) worth reporting?(Name).....

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(B) Is the student on any medication/treatment for a chronic/long term condition?

Yes / No (circle the answer)

If yes, name the condition(s) under treatment

(1)

(2)

(3)

3. PHYSICAL EXAMINATION

Weight..... **Height**.....

Vision : Left eye.....Right eye.....

Cardiovascular System

Blood Pressure

Pulse rate

Any murmur? Yes / No (circle the answer)

Abnormal Examination

Liver.....

Spleen.....

Kidney.....

Any palpable mass (specify.....)

Muscle skeletal system

Extremities.....

Back.....

Any sign of Drug addiction

Yes / No (circle the answer)

4. LABORATORY INVESTIGATION

Fasting blood sugar.....

Full blood count

Neutrophils.....

Eosinophils

Basophils

Lymphocytes

Hb level

Blood group

5. CONCLUSION

Do you consider the student physically and mentally fit to peruse studying at St. Francis University College of Health and Allied Sciences (SFUCHAS)

Yes/ No (circle the answer)

What condition or Disability has to be attended before he/she can be admitted?

.....

6. DECLARATION

I certify that I have examined the above named student and consider that he/she is physically and mentally fit/unfit for academic studies at St. Francis University College of Health and Allied Sciences.

Name

Signature/Official Stamp

Qualifications.....

Date.....

Address:

.....

.....