



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

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Website: www.sfuchas.ac.tz

Date: 10/7/2024

Ref No SFU/ADM/DP-ARC/Vol. 2/74

Dear

**REF: SELECTION TO JOIN DIPLOMA IN MEDICAL LABORATORY SCIENCES
FOR THE ACADEMIC YEAR 2024/2025**

Congratulations on 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 2024/2025.

You must report to St. Francis University College of Health and Allied Sciences on **21st September 2024** for registration and orientation. Classes will commence immediately on **7th 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 many qualified candidates are 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.

However, you are required to pay TSH 100,000 as the reservation fee, which is part of the tuition fees. The reservation fee should be paid into the following bank account: 0150261537600 CRDB, ST. FRANCIS UNIVERSITY COLLEGE.

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

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

DEPUTY PRINCIPAL
ACADEMIC, RESEARCH & CONSULTANCY
ST. FRANCIS UNIVERSITY COLLEGE
OF HEALTH AND ALLIED SCIENCES
P. O. BOX 175 IFAKARA, TANZANIA

JOINING INSTRUCTIONS FOR THE ACADEMIC YEAR 2024/2025

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 the **21st and 6th of October 2024 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 the 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 SFUCHAS Management.
- 3.2 Students are required to **respect the Catholic goals of the University;** and 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**

**FEE STRUCTURE FOR ALLIED NTA LEVEL 4, 5 AND 6
(MEDICAL LABORATORY AND PHARMACEUTICAL SCIENCES)
FOR THE ACADEMIC YEAR 2024/2025
Figures in TSHS**

1: Payable to the University

A: TUITION FEE

SN	Description	Year 1	Year 2	Year 3
TUITION FEES				
1.	Tuition Fees	1,200,000	1,200,000	1,200,000
Subtotal		1,200,000	1,200,000	1,200,000

Tuition fee can be paid in four equal installments; i.e. two installments in semester 1 and the other two installments in semester 2

B: ADMINISTRATIVE FEE

SN	Description	Year 1	Year 2	Year 3
ADMINISTRATIVE FEES				
1.	Examination Fees	250,000	250,000	250,000
2.	Registration fee	15,000	15,000	15,000
3.	Special faculty Requirement	330,000	330,000	330,000
4.	ID Card	20,000	20,000	20,000
5.	Internet Service	10,000	10,000	10,000
6.	Field Supervision Cost	-	150,000	150,000
7.	Cauton Money	50,000	50,000	50,000
8.	Graduation Fees	-	-	100,000
Subtotal		675,000	825,000	925,000

The administrative fee should be paid at once during registration.

C: ORGANIZATIONAL FEES

SN	Description	Year 1	Year 2	Year 3
ORGANIZATIONAL FEES				
1.	TCU Quality Assurance	20,000	20,000	20,000
2.	Sustainability Fund	45,000	45,000	45,000

3.	Students' Union	20,000	20,000	20,000
4.	NHIF	50,400	50,400	50,400
5.	NACTVET Fee	150,000	150,000	150,000
Subtotal		285,400	285,400	285,400

TOTAL COST TO THE UNIVERSITY

Description	Year 1	Year 2	Year 3
TOTAL COST TO THE UNIVERSITY	2,160,400	2,310,400	2,410,400

Organizational fees (1-3/4) should be paid at once during registration.

D: TRANSFER FEE

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

Transfer fees should be paid by transferred students only

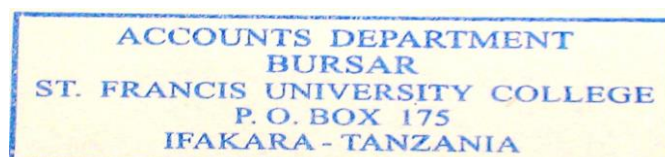
2: Payable to the student (Not Payable to the University)

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 the student	3,068,000	3,548,000	3,548,000

NB:

SFUCHAS has enough accommodation facilities, hence: -

- We provide accommodation at the rate of TSHS: -
 - i. 400,000.00 and
 - ii. 500,000.00 Per year.
- **NHIF: Students are obliged to come with NHIF (BIMA) that will be used for medical capitation.**
- **Every student above 18 years old must have a National Identification Number (NIN), also known as NIDA Number**
- **All payments payable to the 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 Sim Banking 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).....

All Official Correspondence to be addressed to the Principal of SFUCHAS

(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:

.....

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