



AMENYE HEALTH TRAINING INSTITUTE – MBEYA

Principal's Office: +255 742 164518/+255 783 106673 **Email:** amenyetraining@gmail.com
Address: Box 26 Mbeya, **Location:** Mbeya city at Old Airport Street Tanzania **Web:** www.amenyeinstitute.ac.tz

Names of the student.

.....

Address of the students

.....

.....

Dear Student

RE: ADMISSION LETTER FOR ACADEMIC YEAR 2025/2026.

I am pleased to inform you that you have been offered to study at Amenye Health Training Institute for the academic year **2025/2026** to pursue diploma in **Social Work**. The duration of this course is **three years** and the first semester will begin on *22nd September 2025* you're required to report at the college from *15th September 2025* for registration and orientation. Orientation will begin on *16th September 2025*

Office of Principal and academic unit will verify all required documents. It should be noted that it is an offence to submit false information for admission. Impersonation and falsification of documents at any stage of registration or afterwards will lead to automatic cancellation of admission and be subjected to legal actions.

I wish to take this opportunity to congratulate you for this offer and to wish you a happy stay and success in your studies at this institute.

You have been selected to study at one of the best health training institute in Tanzania. You're therefore expected to put your best in your studies.

Caution! Failure to register within the first two weeks will lead to the cancellation of your admission.

Yours faithfully,

Ayoub Ezekiel Tuya

Principal Amenye Health Training Institute

Enclosures: Joining Instructions and Medical Examination Form.



AMENYE HEALTH TRAINING INSTITUTE – MBEYA

Admission Department: +255 766 963739/+255 783 106616 **Email:** amenyetraining@gmail.com
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JOINING INSTRUCTIONS FORM.

ENTRY QUALIFICATIONS

- Holder of Certificate of Secondary Education Examination (CSEE) with at least four pass in any non-religious studies – 3 Years course duration
- Holder of Basic Technician Certificate (NTA Level 4) in Social Work, Gender, Community Development/Health, Youth Work, OR Advanced Certificate of Secondary Education Examination with at least one Principle pass and one Subsidiary in principle subjects – 2 Years course duration.

INCOMING STUDENTS

Congratulations and welcome to Amenye Health Training Institute, 2024/2025 intake!

You are joining at the best institute for your quality health education and a storied academic journey; we are pleased to introduce you to the community of health professionals.

INSTITUTE LOCATION

Amenye Health Training Institute is located at Iyela–Mbeya city near Mwanjelwa bus stand.

FOR THE PURPOSE OF REGISTRATION BRING WITH YOU THE FOLLOWING;-

All students are supposed to present their admission letters to the Amenye H.T.I Admission.

A Student Identity Card will be issued after completion of registration formalities and only then will you be allowed to use Institute facilities.

Two photocopies of Certificate of Secondary Education Examination (C.S.E.E).

- Two up to date colored passport size photographs bearing your name at the back
- Two photocopies of birth certificate or affidavit
- Filled Medical Examination Form (See attached Medical Examination Form at the end)
- All receipts (Pay in slip) of the money paid to institute

Other requirements

- A Bucket and Soft bloom
Two Rim paper

PAYMENT COMPLIANCE

The table below summarizes the Amenye HTI tuition fees for Social Work course and institute administrative fee. All students are required to pay the fees to the institute accounts. Student must come with legally valid or original bank slip to the college Accountant. Any financial fraud shall lead to discontinuation from studies together with legal action, Money when paid is not refunded.

FEES STRUCTURE.

The following are the fees for Institute for academic year 2024/2025. All students are required to pay the fees to the institute accounts. Original pay slip must be provided during registration.

DESCRIPTION	NTA LEVEL 4 - FIRST YEAR	ACCOUNTS
TUITION FEE	800,000/=	A/c name: Amenye Health Training Institute A/c Number 0150388644200-CRDB
ADMINISTRATIVE FEE		
Stationary	50,000/=	A/c name: Amenye Health Laboratory A/c Number 015042205300-CRDB
Identity Card	10,000/=	
Registration	20,000/=	
Library	50,000/=	
Caution Money	50,000/=	
Student Organization	10,000/=	
Field	150,000/=	
Internal Examination	185,000/=	
SUB TOTAL	525,000/=	
GRAND TOTAL	1,325,000/=	
MINISTRY EXAMS AND QUALITY ASSURANCE		A/c name: Amenye Health Laboratory A/c Number 015042205300-CRDB
Ministry Examination	150,000/=	
Quality Assurance	20,000/=	
NHIF Contribution	51,000/=	
SUB TOTAL	221,000/=	

- **HOSTEL IS AVAILABLE AT THE INSITITUTE FOR THE COST OF TSH 280,000/= PER YEAR.**
- **NHIF Contribution** is applicable to those who does not have NHIF card (Nation Health Insurance Fund)
NB: Accommodation cost does not include meal; Meal will be available within the institute campus at the Minimum cost for the students.

PAYMENT SCHEDULE – CLINICAL MEDICINE 4 (CMT 4) 2025/2026.

Description	1st Installment (Oct – Dec)	2nd Installment (Jan-March)	3rd Installment (Apr-June)	4th Installment (July-Aug)	
TUITION FEE	300,000/=	200,000/=	200,000/=	100,000/=	A/c. name: Amenye Health Training Institute 0150388644200 CRDB
ADMINISTRATIVE FEE	275,000/=	150,000/=	100,000/=		A/c name: Amenye Health Laboratory 0150422045300 CRDB
NHIF	51,000/=				
MINISTRY AND NACTE FEES	170,000/=				
TOTAL	796 ,000/=	350,000/=	300,000/=	100,000/=	

NB: Please adhere to the payments Schedule instructions. All the fees should be paid at their respective bank accounts as shown in the payment schedules above. No refund shall be made.

TAFADHALI:

Usichanganye akaunti za malipo, ada ilipwe kwenye akaunti ya ada na michango ilipwe kwenye akaunti ya michango kama inavooneka na kwenye jedwali la malipo hapo juu. **Hakuna pesa itakayorudishwa.**

HOSTEL

SEMESTER	AMOUNT	BANK ACCOUNT
1 ST Semester	140000/-	0150422045300 AMENYE HEALTH LABORATORY
2 nd Semester	140000/-	
TOTAL	280,000	

CAUTION MONEY

Each student is required to pay caution money which is non-refunded to the student. Where losses or damages exceed the stated amount the student will be asked to pay for the difference. The caution money must be paid during registration.

DISCIPLINE

In accordance with its regulation the institute will not hesitate to take disciplinary action against anyone who will commit any non-disciplinary action. Every new student should sign regulations in student By-laws before programme orientation. In addition to these regulations students are obliged to abide to the Institute regulations. Ignorance of any rules, regulations or directives will not be accepted as a valid excuse in anyway. The Institute authority reserves to all rights as to the interpretations of its rules and regulations and the right to vary them as it may seem necessary.

STUDENTS UNIFORM (SARE)

It's according to the ministry of community development, gender, women and special group (NTAL 4-6) uniforms dressing code as stipulated by the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDEC)

Mwanamke:

Magauni mawili (2) ya tetron nzito ya rangi ya dark blue, yenye mikono mifupi. Hakikisha magauni yanavuka magoti – inch 2 chini ya goti, isiwe na mpasuo nyuma. Mshono wake uwe sawa na sare za wauguzi au (shift) na iwekwe utepe mweupe mikononi pamoja na kola ya kuzunguka shingoni. Viatu vyeusi vya kufunika na vyenye visigino vifupi (official shoes).

Masweta mawili (2) meupe yasiyo na kofia na masafi yasiyokuwa na urembo wa aina yoyote wala maandishi ya aina yoyote. Soksi nyeupe ndefu.

Mwanaume:

Suruali mbili (2) za rangi ya dark blue Tetron nzito upana chini iwe inchi 7 ama 14 cm na kuendelea. Mwanafunzi hatakiwi kushona suruali inayo bana (MODO). Mashati mawili meupe yenye mikono mirefu. Viatu vya ngozi vyeusi. Na sio buti.

Masweta mawili (2) meupe yasiyo na kofia na masafi yasiyokuwa na urembo wa aina yoyote wala maandishi ya aina yoyote. Soksi nyeusi ndefu.

‘Jeans’ siyo vazi la kuvaa darasani au wakati wa mazoezi kwa vitendo.(kwenye eneo au ofisi za field).

MEDICAL EXAMINATION

You will be required under to go for medical examination at government/private Hospital. Duly filled medical examination form shall be presented during registration.

STUDENTS’ GOVERNANCE UNIT

Students’ Governance Unit deals with students’ leadership under auspices of Ameyne Student Organization (AMSO) and student associations. It is the responsibility of this unit to guide, counsel and coordinate the organizations’ activities to ensure that they are fairly run, with integrity and mutually among students by taking into consideration of gender balance. On the other hand, the unit plays the role of bridging the gap between students and Ameyne HTI management. It also supervises the implementation of students by- laws.



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MEDICAL EXAMINATION FORM FOR THE ACADEMIC YEAR 2025/2026.

To be completed by a doctor should be submitted to Admission office for registration.

FULL NAME OF STUDENT

SEX: MALE/FEMALE*

HB TEST

STOOL

URINE MICRO

H.B.TEST

EYE EXAMINATIONS.....

E.N.T

CHEST X-RAY

ABDOMEN

ADDITIONAL INFORMATION:

Physical Defects or Impairments, Infections, Chronic, or Hereditary (family) Disease.

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I certify that I have examined the above Student and consider that *he/she is physically/not physically fit for further studies.

DATE

SIGNATURE.....

STATION.....

Designation

And Stamp



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PARENT/GUARDIAN/SPONSORS DECLARATION FORM.

PERSONAL STUDENT PARTICULARS.

Surname Other Names.....
Marital Status..... Sex.....
Date of Birth Disability
Place of Birth..... Nationality

PARENT/GUARDIAN/SPONSORS PARTICULARS.

Surname Other Names.....
Marital Status..... Sex.....
Place of Birth..... Nationality
P.O. Box..... Mobile No. Street.....
Ward..... District..... Region.....

PARENT/GUARDIAN/SPONSOR DECLARATION.

I, (Name)..... Parent/Guardian/Sponsor of.....
(Name of Student) Do hereby confirm the acceptance of the above-mentioned student to follow and adhere to college regulations and by-laws as stipulated. Also, I understand that any breaching of any of the regulations and by-laws stated therein will result into expulsion of the student from the college.

Parent/Guardian's/Sponsor's Signature **Date**.....