



# DECCA COLLEGE OF HEALTH AND ALLIED SCIENCES (DECOHAS)

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## JOINING INSTRUCTION FOR ACADEMIC YEAR 2024/2025

### ADMISSION TO CLINICAL MEDICINE, NURSING, MEDICAL LABORATORY SCIENCES, PHARMACEUTICAL SCIENCES, SOCIAL WORK AND LABORATORY ASSISTANT

DECCA College of Health and Allied Sciences is a private college fully registered by

NACTE with Reg. No. REG/HAS/142

#### The college offers the following programs

1. Ordinary Diploma in Medical Laboratory Sciences
2. Ordinary Diploma in Clinical Medicine
3. Ordinary Diploma in Nursing & Midwifery
4. Ordinary Diploma in Veterinary Laboratory Technology
5. Ordinary Diploma in Pharmaceutical Sciences
6. Ordinary Diploma in Health Records and Information Technology
7. Ordinary Diploma in Social Work
8. Ordinary Diploma in Community Development
9. Technician Certificate in Medical Laboratory Sciences
10. Technician Certificate in Clinical Medicine
11. Technician Certificate in Nursing & Midwifery
12. Technician Certificate in Veterinary Laboratory Technology
13. Technician Certificate in Pharmaceutical Sciences
14. Technician Certificate Health Records and Information Technology
15. Technician Certificate in Social Work
16. Technician Certificate in Community Development
17. National Vocational Award LEVEL I, II and III of Laboratory Assistant

## 1. BASIC REQUIREMENTS FOR SPECIFIC COURSES

### NOTE:

- ✓ All students Uniforms are available at the college for the cost that is indicated in your specific course. You are required to pay and obtain your uniforms at the College and not otherwise. This is for uniformity, standards and descent uniforms as required by the College.
- ✓ Student Learning Kit with all necessary learning instruments shall be obtained from the college and not otherwise, as indicated in your specific course

## **I. ADMISSION TO CLINICAL OFFICER & ASSISTANT CLINICAL OFFICER**

- ✓ Black Leather Shoes. (Open shoes/sandals and canvas shoes are not allowed in classes or in practical areas), Boxes of Clean Gloves for personal practical clinical sessions.
- ✓ **Uniforms:** Female and Male –Two pairs of uniforms and one clinical coat Total of Tshs, 100,000/=
- ✓ **Student Learning Kit:**

Shall be obtained at the college and owned by student. The college has purchased in whole sale to make it affordable to students. Students Kit has the following instruments: Blood Pressure machine, Stethoscope, Thermometer, Examination torch, Tape measure, Toniquet, Patella hammer, Otoscope, Tuning fork, and Pen touch for Tshs,120,000/=.

**Payments shall be done to DECOHAS – MISCELLANEOUS ACCOUNT No. 0150222135500, CRDB Bank.**

## **II. ADMISSION TO NURSING AND MIDWIFERY**

- ✓ Black Leather Shoes. (Open shoes/sandals and canvas shoes are not allowed in classes or in practical areas.), Clean Gloves.
- ✓ **Uniforms:** Female and Male -Two pairs of uniforms Total of Tsh,100, 000/=
- ✓ **Student Learning Kit:** Shall be obtained at the college and owned by student. The college has purchased in whole sale to make it affordable to students. Students Kit has the following instruments: Blood Pressure machine, Stethoscope, Thermometer, Examination torch, Tape measure, Toniquet, Patella hammer, Otoscope, Tuning fork, and Pen touch for Tshs,120,000/=

**Payments shall be done to DECOHAS – MISCELLANEOUS ACCOUNT No. 0150222135500, CRDB Bank.**

## **III. ADMISSION TO VETERINARY LABORATORY TECHNOLOGY**

- ✓ Black Leather Shoes. (Open shoes/sandals and canvas shoes are not allowed in classes.), Clean Gloves
- ✓ **Uniforms:** Female and Male –Two pairs of uniforms and clinical coat for Tshs 100,000/=

#### IV. ADMISSION TO MEDICAL LABORATORY SCIENCES

- ✓ Black Leather Shoes. (Open shoes/sandals and canvas shoes are not allowed in classes.),  
Clean Gloves
- ✓ **Uniforms:** Female and Male –Two pairs of uniforms and clinical coat for Tshs  
100,000/=

#### V. ADMISSION TO PHARMACEUTICAL SCIENCES

- ✓ Black Leather Shoes. (Open shoes/sandals and canvas shoes are not allowed in classes.)  
Clean Gloves for personal use during clinical/practical sessions.  
**Uniforms:** Female and Male –Two pairs of uniforms and clinical coat for Tshs  
100,000/=
- ✓ **TPH** (Tanzania Pharmaceutical Hand Book) shall be obtained at the college and owned  
by student. The college has purchased in whole sale to make it affordable to students.  
TSH 50,000/=

#### VI. ADMISSION TO HEALTH RECORDS AND INFORMATION TECHNOLOGY

- ✓ Black Leather Shoes.(Open shoes/sandals and canvas shoes are not allowed in classes.)  
Clean Gloves for personal use during clinical/practical sessions.  
**Uniforms:** Female and Male –Two pairs of uniforms and clinical coat for Tshs  
100,000/=

#### VII. ADMISSION TO SOCIAL WORK

- ✓ Black Leather Shoes (Open shoes/sandals and canvas shoes are not allowed in classes or  
in practical areas.)
- ✓ **Uniforms: Female and Male** –Two pairs of uniforms for Tshs 100, 000/=
- ✓ Semester two supplementary examination will cost Tsh 50,000/= for those who will be  
required sit for supplementary
- ✓

#### VIII. ADMISSION TO COMMUNITY DEVELOPMENT

- ✓ Black Leather Shoes.(Open shoes/sandals and canvas shoes are not allowed in classes.)  
Clean Gloves for personal use during clinical/practical sessions.  
**Uniforms:** Female and Male –Two pairs of uniforms and clinical coat for Tshs  
100,000/=

#### IX. ADMISSION TO LABORATORY ASSISTANT

- ✓ Black Leather Shoes (Open shoes/sandals and canvas shoes are not allowed in classes or  
in practical areas.)
- ✓ **Uniforms: Female and Male** –Two pairs of uniforms for Tshs 100, 000/=

**Payments shall be done to DECOHAS – MISCELLANEOUS ACCOUNT No.  
0150222135500, CRDB Bank**

## **2. GENERAL REQUIREMENTS FOR ALL PROGRAMES**

When at DECOHAS, report at the Admission office with the followings

1. Admission letter to DECOHAS
2. Dully filled form of Medical Examination Form
3. Original Certificates of Secondary School Education
4. Birth certificate/Affidavit
5. Identity cards and Travel Passports for foreigners
6. Four recent colored passport size photos
7. Bank Pay-in-Slip for Fees and other charges
8. Transcript / Recommendation Letter / Certificates of the Council (For upgrading NTA LEVEL 6)
9. One Ream (A4) at every beginning of new semester

**Warning:** It is criminal offence to submit false information/certificates/documents.

Appropriate legal action will be taken in case of committing that offence

## **3. ENTRY REQUIREMENTS**

### **I. Ordinary Diploma & Technician Certificate in Pharmaceutical sciences (PST)**

Ordinary level (CSEE) four passes, D and above of non-religious subjects including Chemistry and Biology. English, Physics and Mathematics are added advantages.

### **II. Ordinary Diploma & Technician Certificate in Social Work (SW)**

Ordinary level (CSEE) any four passes, D and above of non-religious subjects, Basic technician certificate NTA level 4 in Community Health or Social work

### **III. Ordinary Diploma and Technician Certificate in Clinical Medicine (CMT)**

Ordinary level (CSEE) four passes, D and above of non-religious subjects including Biology, Chemistry, and Physics/Engineering science, English and Mathematics are added advantages

### **IV. Ordinary Diploma in Veterinary Laboratory Technology (VLT)**

Ordinary level (CSEE) four passes, D and above of non-religious subjects including two passes in Biology, Chemistry, Physics/Engineering Sciences, Basic Mathematics, Agriculture Science and Geography OR National Vocation Award (NVA) III/Trade Test I in Animal Health with Certificate of Secondary Education Examination (CSEE) with a Certificate of Secondary Education (CSEE).

**V. Ordinary Diploma and Technician Certificate in Nursing and Midwifery (NMT)**

Ordinary level (CSEE) four passes, D and above of non-religious subjects including Biology, Chemistry, and Physics/Engineering science

**VI. Ordinary Diploma in Health Records and Information Technology (HRIT)**

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes including Chemistry, Biology, Basic Mathematics and English Language.

**VII. Ordinary Diploma and Technician Certificate in Medical Laboratory Sciences (MLT)**

Ordinary level (CSEE) four passes, D and above of non-religious subjects including Biology, Chemistry, and Physics/Engineering science, English and Mathematics are added advantages

**VIII. Ordinary Diploma in Community Development (CD)**

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subject.

Holders of Basic Technician Certificate (NTA Level 4 ) in Community Development, Social Work, Gender, Youth Work OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects

**IX. National Vocational Award LEVEL I, II and III of Laboratory Assistant**

Ordinary level (CSEE) One pass, D and above

**4. REQUIREMENTS FOR BOARDING/HOSTEL STUDENTS**

1 blanket, 4 bed sheets, 1 pillow + 2 pillow cases, 1 mosquito net, 1 plastic buckets, Towels, Open shoes/sandals and canvas shoes for casual stay  
All other outfits after classes MUST be of good manner.

**5. REQUIREMENTS FOR PAYMENTS OF SCHOOL FEES AND OTHER CHARGES**

- (i) School fees and meal : Fees should be paid **in full** at the beginning of each academic year or **in Four installments for (Clinical Medicine, Nursing, Medical Laboratory Sciences, Pharmaceutical Sciences, Social Work, Veterinary Laboratory Technology, Health Records and Information Technology, Community Development)** and **Two installments for Laboratory Assistant** at the beginning of each semester

- (ii) Hostel charges should be paid **in two installments** at the beginning of each academic year.
- (iii) Fees once paid will not be refunded if a student withdraws or leaves the College without permission from the Principal or is disqualified in examination or dismissed for indiscipline.
- (iv) However, **fifty percent (50%)** of fees may be refunded, if a student notifies the Principal to withdraw from the college within first four weeks from the beginning of the academic year.
- (v) Payment by Cheque, International Money Orders (IMO) etc is accepted prior to clearance by the bank.

**NOTE:** Payment by M-Pesa, Tigo Pesa, and Airtel Money or any mobile number is **STRICTLY NOT ACCEPTED. WE DO NOT HAVE ANY AGENTS FOR FEES OR ANY OTHER CHARGE COLLECTION.**

- (vi) All payment should be done through College Bank Accounts and not otherwise.

<b>NAME OF ACCOUNT:</b>	<b>DECOHAS - TUTION FEES</b>
<b>ACCOUNT No.</b>	<b>0150222135400</b>
<b>BANK:</b>	<b>CRDB Bank Plc</b>

- (vii) And all other charges should be paid to the following account

<b>NAME OF ACCOUNT:</b>	<b>DECOHAS – MISCELLANEOUS</b>
<b>ACCOUNT No.</b>	<b>0150222135500</b>
<b>BANK:</b>	<b>CRDB Bank Plc</b>

- (viii) The bank original pay-in-slip should be submitted to the college accountant or cashier for receipt/acknowledgement.

**NOTE:** We strongly advise parents/guardians to pay through bank accounts and give their students a pay in slip

## 6. TUITION FEES FOR 2024/2025

A: Tuition fee Per		
COURSE	For Tshs	For USD
MEDICAL LABORATORY SCIENCES	TShs 1,600,000/=	Foreigners USD 950
CLINICAL MEDICINE		
NURSING AND MIDWIFERY		
PHARMACEUTICAL SCIENCES		
VETERINARY LABORATORY TECHNOLOGY		
HEALTH RECORDS AND INFORMATION TECHNOLOGY	TShs 1,600,000/=	Foreigners USD 950
SOCIAL WORK	TSh1,200,000/=	Foreigners USD 600
COMMUNITY DEVELOPMENT		
LABORATORY ASSISTANT	TSh1,000,000/=	Foreigners USD 560

## 7. OTHER CHARGES/COSTS FOR 2024/2025 (CMT, MLT, PST, NMT, VLT, HRIT&CD)

B. Other Charges/Payments FOR (CMT, MLT, PST, NMT, VLT, HRIT&CD)				
S/No	ITEM	AMOUNT IN TANZANIANS(TSHS)	INTERNATIONAL STUDENTS(USD)	PERIOD
1.	Identity Card	10,000	10	Once
2.	Students Union	20,000	20	Every year
3.	Health Insurance (NHIF)	60,000	55	Every Year
4.	NACTE Quality Assurance & Verification	35,000	35	Every Year
5.	Local Examination	100,000	45	Every Year
6.	National Examination	280,000	220	Every Year
7.	Practical Procedure Book And Practicum Guide	160,000	160	Every Year
8.	Meals Costs	1,500,000	1100	Every Year
9.	Caution Money	100,000	75	Once
10.	Accommodation Costs	400,000	300	Every Year
11.	Student Uniform	100,000	45	Once
12.	Registration Fee	10,000	10	Every Year
<b>TOTAL</b>		<b>2,775,000</b>	<b>2,065</b>	

**NB: Learning kit 120,000/= for CMT and NMT**

**TPH (Tanzania Pharmaceutical Hand Book) 50,000/= for PST**

**8. OTHER CHARGES/COSTS FOR 2024/2025 (SOCIAL WORK and LABORATORY ASSISTANT)**

<b>C. Other Charges/Payments FOR SOCIAL WORK, COMMUNITY DEVELOPMENT AND LAB ASSISTANT</b>		
<b>DESCRIPTION</b>	<b>DAY (TSHS)</b>	<b>HOSTEL (TSHS)</b>
Registration fee per semester	10,000	10,000
National Examination Fees	280,000	280,000
NACTVET Quality Assurance and Verification	35,000	35,000
Accommodation per annum	0	400,000
Medical fee per annum	60,000	60,000
Field attachment fee	100,000	100,000
Examination fee per year	100,000	100,000
Caution money (paid once)	100,000	100,000
Identity Card (paid once)	10,000	10,000
Students Union (DECOHASSO) Fee per annum	20,000	20,000
Student Uniform	100,000	100,000
Meals	0	1,500,000
<b>Total cost to College</b>	<b>815,000</b>	<b>2,435,000</b>

<b>D: Other Charges/Payments FOR LABORATORY ASSISTANT</b>		
<b>DESCRIPTION</b>	<b>DAY (TSHS)</b>	<b>HOSTEL (TSHS)</b>
Registration fee per semester	10,000	10,000
National Examination Fees	100,000	100,000
NACTVET Quality Assurance and Verification	35,000	35,000
Accommodation per annum	0	400,000
Medical fee per annum	60,000	60,000
Field attachment fee	100,000	100,000
Examination fee per year	100,000	100,000
Caution money (paid once)	100,000	100,000
Identity Card (paid once)	10,000	10,000
Students Union (DECOHASSO) Fee per annum	20,000	20,000
Student Uniform	100,000	100,000
Meals	0	1,500,000
<b>Total cost to College</b>	<b>635,000</b>	<b>2,255,000</b>



**9. PARENTS/GUARDIAN DECLARATION**

I.....legal (parent/guardian/sponsor) agree to undertake with college as follows my child will attend the school and comply to the college rules and regulations. And I hereby promise to collaborate with the College to assist a student to abide to the required rules/regulation and good manner.

SIGNATURE..... DATE: ..... /...../.....

**Note that: Student should completely pay for uniform as indicated for every course. Clinical medicine and Nursing and Midwifery should completely pay for Student Learning Kit**

- 1. Some students use fees for other purposes. Therefore, sponsors/ guardians/ parents are advised to pay fees directly to College Bank Accounts.
- 2. Students who possess national health insurance fund (NHIF) cards have to bring their cards, and are encouraged to use them. Those who are not members of NHIF, have to pay every year in order to get the cards. The bank pay –in – slip should be submitted to the office of accountant/cashier.
- 3. Meals costs are optional to a student in need with the service (day students). Accommodation at the College Hostels is strongly recommended for student’s wellbeing.

On behalf of the management, I wish to extend to you a warm welcome and a successful period of study at DECCA College of Health and Allied Sciences for the bright future you need.

- 4. Special examinations will cost Tsh 40,000/= for those students with genuine reasons if applicable.

**ANNA S. MANGULA  
PRINCIPAL – DECOHAS**