

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF COMMUNITY DEVELOPMENT, GENDER AND CHILDREN**



Tel: +255 282640288                      BUHARE COMMUNITY DEVELOPMENT TRAINING INSTITUTE,

Fax: +255282640288    P. O. BOX 190,

Website: [www.buharecdti.go.tz](http://www.buharecdti.go.tz)    **MUSOMA.**

E-Mail: [pbuhare@communitydevelopment.go.tz](mailto:pbuhare@communitydevelopment.go.tz)    **AUGUST, 2018**

**Ms/Mr. ....**

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**P. O. Box .....**

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**RE: JOINING INSTRUCTIONS FOR STUDIES LEADING TO AN AWARD OF A BASIC  
TECHNICIAN CERTIFICATE IN COMMUNITY DEVELOPMENT, FROM THE ACADEMIC  
YEAR 2018/2019**

- I am pleased to inform you that you have been selected to join this Institution for pursuing studies leading to an award of Basic Technician Certificate in Community Development at National Technical Awards level 4 from the academic year 2018/2019.
- This Institution namely Buhare Community Development Training Institute is located within Musoma Municipality, in Mara region, about 4 kilometers from the town centre along Musoma – Majita road.
- This studies to which you have been admitted to, is delivered as a full time programme where classes effectively commences from 0700 hours to 17.00 hours of each workday (Monday to Friday).
- A student is advised to make own arrangements for meals, accommodation and transport (to and fro) during each semester of studies, as the institution has decentralized some of its student's services to the private service providers in order to concentrate more to its

core business and/or functions namely training (academics), research and consultancy. Such decentralized services include but not limited to meals and accommodation services.

- The institution has some few or limited accommodation facility for its students. However, priority is given to Basic Technician Students who to them it is compulsory to secure accommodation in the institute's dormitories. Another priority is offered to the following; disabled students, female students, foreign students and some few student's organization top leaders. However, strictly speaking there are neither accommodation facility within the institute campus for married couples nor student staying with a child or children
- The institution opens on 15<sup>th</sup> of October, 2018 therefore admitted students they are urged to report immediately on that particular date for orientation, registration and attending classes. The deadline for registering new admitted students will be strictly not later than 29<sup>th</sup> of October 2018 at 1530 hours.
- No any admitted and registered students will be allowed to proceed with studies if will delay attending classes for three weeks from the opening date. This is so because, according to the curriculum and examination/academic policy in place a student is supposed to effectively attend classes for at least 90% class attendance before appearing for his/her End of Semester Examination of the module or subject in question.
- It should be kept in mind that no admitted candidate will be registered after the deadline stipulated above. That is, admission of all admitted students will expire at the deadline time. Also it should be remembered that, in strict sense, admitted students will be registered if and only if shows proof of paying fees at least half of the annual fee (See Appendix I, showing the fee structure for institute direct costs attached with this document); as well as student's organization fees separately in its accounts.
- All institute direct payments should be deposited at institutional collection Account No. 303011100002 appearing by the name Buhare CDTI Economic Account at the National Microfinance Bank (NMB). It is strictly forbidden to pay cash for any institutional direct costs.
- During registration, admitted students besides showing proof of paying fees, they are supposed to show both original copies and photocopies of certificates and transcripts (result slips) which qualified them for admission to the applied programme. Furthermore,

students are supposed to submit personal particulars form dully filled in (See appendix III); and a signed copy of accepting terms and conditions of this institution (See appendix II). Also each student is supposed to submit 2 passport size pictures taken within the last 6 months.

- At reporting, students will be informed on the rules and regulations guiding student's life during the whole period of stay at the institution, and also they will have an opportunity to familiarize themselves with the Institute campus before classes commence. A three days orientation session will be carried out to all new students on 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> of October 2018. This is a very important session for all new students since students will have an opportunity to receive detailed clarification regarding various matters at the institution. Therefore all admitted students they are urged to attend.
- Once again, I wish to congratulate you for being selected to join Buhare Community Development Training Institute for pursuing Diploma in Community Development as the college has been fully Registered and Fully Accredited by the National Council for Technical Education (NACTE) and its programmes are offered on Competence Based Education Training (CBET) catering for individual competence/development and the prevailing labour market.
- For more information, please contact the Head of Department, Buhare Community Development Training Institute, P. O. Box 190, Musoma; Tel/Fax 028 -2640288; E-mail [cdtibuhare119@yahoo.com](mailto:cdtibuhare119@yahoo.com)

Yours sincerely



Mr. Paschal J. Mahinyila

PRINCIPAL

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COMMUNITY DEVELOPMENT TRAINING  
INSTITUTE BUHARE  
P. O. BOX 190 MUSOMA

## BUHARE COMMUNITY DEVELOPMENT TRAINING INSTITUTE

### APPENDIX I: ANNUAL FEE STRUCTURE FOR CERTIFICATE STUDENTS

STUDENT'S COST IN TSHS (PAID TO THE STUDENT)	INSTITUTE COSTS IN TSHS (PAID TO THE INSTITUTE ACCOUNT)	
	SEMESTER I	SEMESTER II
Meals	850,000/=	Tuition fees 345,000/=
Field allowance(during 2 <sup>nd</sup> Semester)	300,000/=	Tuition fees 345,000/=
Book and Stationery	150,000/=	
Student's Organization (To BISO Account)	10,000/=	
Accommodation	200,000/=	
<b>GRAND TOTAL</b>	<b>1,510,000/=</b>	<b>TOTAL 345,000/=</b>

**NOTE:**

- Direct institute costs which is Tuition fee costing Tsh 690,000/= per annum should be paid by depositing cash at the institutional collection Account No. **30301100002** appearing by the name **Economic Account Buhare Community Development Training Institute at National Microfinance Bank (NMB)**.
- Other charges for Accommodation (200,000), National Health Insurance (50,400), and Quality Assurance fees (15,000) will be deposited to bank account to be shown or directed upon reporting to the institute.
- Accommodation charges (200,000/= per annum or 100,000/= per semester) will be paid to the institute Account if and only if a student secures accommodation within hostels of the Institute's campus.
- The student's organization, sport and games fee amounting to Tshs 10,000/= per academic year should be paid to Buhare Institute Student's Organization (BISO)
- The above rate is an annual fee, so except for student's organization sports and games fee which should be paid once at the beginning of the academic year, other fee at least half payment must be done at the beginning of each semester.
- Once payment is made to the institution account, cannot be refunded or drawn back to the depositor for whatever reason(s) because the institution has no refund policy
- The above annual fee structure is subject to change due notice to inflation as shall be determined by the parent Ministry of this Institution.

