



GREENBIRD COLLEGE HEALTH AND ALLIED SCIENCE
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Ref No: GBC/HAS/2024/25/01

Opening date 10th October 2024

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**REF: JOINING INSTRUCTIONS FOR IN SERVICE DIPLOMA COURSE IN
NURSING AND MIDWIFERY**

We are very glad to inform you that you have been selected to join the one (1) year Diploma course in Nursing at Green Bird College School of Nursing and midwifery for 2024/2025 academic year. The selected students for Nursing will be required to report on 10/10/2024 before 5 o'clock in the evening.

1. COLLEGE DESTINATION

Green Bird College is located at Mwanga town in Kilimanjaro region 1½ Km from Dar/Arusha tarmac road; it's alongside Usangi/ Ugweno road. In order to facilitate your admission you are required to fulfil the following conditions:

2. ENTRY QUALIFICATIONS

Applicants for pre service certificate/ Diploma in Nursing and Midwifery must have the following academic qualifications: Holder of CSEE with physics D, Chemistry- C, Biology – C and The programme will take three years.

3. MEDICAL EXAMINATION

Admission into the college is conditional upon a satisfactory medical report being received by the college. Students are therefore asked to undergo medical examination by registered medical practitioner. Use the enclosed form which should be bought with you duly filled and signed. No students shall be registered without producing medical examination certificate. Similarly you are required to sign and return the acceptance form one week before the reporting date.

4. TRAVELLING ARRANGEMENTS

Your employer/ sponsor/ parent will be responsible for all your travelling costs to and from the college during vocations and no student is allowed to stay at the college during vocations.

5. ACCOMODATION AND MEAL

5.1 The college has a facility of accommodation and **MEALS:**

5.2 **OPTIONAL** - You may pay eight hundred thousand (Tsh. 800,000/=) per year for meals.

MEALS PAYMENT SCHEDULE

1st Instalment - Tshs 400,000/= 10th October 2024

2nd Instalment – Tshs 400,000/= 1st April 2025

MEALS ACCOUNT:

GREENBIRD COLLEGE CANTEEN

ACCOUNT No: 015C480354701 CRDB BANK

6. FEES STRUCTURE APPLICABLE FOR ACADEMIC YEAR 2024/2025

6.1 Should there be any unavoidable circumstance that would require of fees; they may be revised from time without prior notice.

6.2 Revised fee structure will be applicable to the newly enrolled student as well as continuing student.

6.3 You are required to deposit the stated lump – sum fee into school bank account as elaborated in table 1 or 2 and NOT otherwise

6.4 You must pay the Tuition fee, either on instalment basis by abiding to the schedule of payment given in section 6. 11 or in four instalment or full amount of and student direct costs as indicated in table 1 or 2 to the school bank account send or bring the original bank pay in slip with you before these dates of confirmation or during the reporting date.

6.5 Students direct costs shall be paid in lump- sum amounts at the beginning of each academic year. You will NOT be registered to start new academic year if you do not pay the respective fee.

- 6.6 Cash money or written cheque for the purpose of any programme fee charged or photocopy of bank pay in slip shall NOT BE ACCEPTED by the school account/bursar office. The bursar's office is cash free. You neither should not bring cash money and request for someone to disburse the cash money into the school bank. Accounts or your behalf. You should be responsible for yourself to ensure that; the fees and all others costs stated in this given instruction are deposited into the respective school bank account.
- 6.7 PHOTOCOPY of bank pay –in slip cash money or cheque will not be received and accepted by the school. Only the original bank slip will be received and written are accepted by the school bursar.
- 6.8 All payments made to the school bank account should bear/ indicate name of the selected student for easy trace ability by the school bursar in the bank statements.
- 6.9 Sponsors/parents are devised to pay the stated fees (tuition fee & student direct costs) directly to the school bank account rather than depositing the fees to the student's personal account or giving the cash money to the student for the purpose of paying the fees.
- 6.10 Your sponsor/ parents declared and committed themselves in your application form to pay the fees and other costs of the applicant in time if admitted to the course. Therefore you will not allowed to carry forward part of the program fees and proceed in to the succeeding semester a new academic year if your sponsor fails to comply with the commitment they made.

**TABLE 1: PROGRAMME FEES FOR NURSING AND MIDWIFERY
APPLICABLE FOR THE ACADEMIC YEAR 2024/2025**

NO	DESCRIPTION	AMOUNT	REMARK
1.	TUTION FEES	1,600,000/=	For the year pay: GREEN BIRD COLLEGE 0150480354700– CRDB BANK
2.	OTHER CONTRIBUTIONS	ALL STUDENTS	All student direct costs shall be paid ONCE REPORT at college
2.2	IDENTITY	15,000/=	Pay GREEN BIRD COLLEGE 015C480354700 CRDB BANK
2.3	NURSING PRACTICE SUPPORTIVE	100,000/=	To be paid every academic year Pay GREEN BIRD COLLEGE 015C480354700 CRDB
2.6	MINISTRY EXAMINATION FEES	150,000/=	Every end of academic year exams Pay GREEN BIRD COLLEGE 015C480354700 CRDB BANK
2.7	NACTE QUALITY ASSURANCE FEES	15,000/=	Every academic year Pay GREEN BIRD COLLEGE 015C480354700 CRDB BANK
2.8	COLLEGE EXAMINATION FEES	50,000/=	Every academic year Pay: GREEN BIRD COLLEGE 015C480354700 CRDB BANK

2.9	MAINTENANCE	30,000/=	Pay: GREEN BIRD COLLEGE 015C480354700 CRDB BANK
TOTAL		1,960,000/=	

6.11 If your sponsor prefer to part of Tuition fees in four (4)

Instalment payment schedule shall be as follows

First instalment: Tsh. 500,000/= to be paid 10th October 2024

Second instalment: Tsh 300,000/= to be paid 15th January 2025

Third instalment: Tsh. 500,000/= to be paid 1st April 2025

Fourth instalment: Tsh. 300,000/= to be paid 4th June 2025

6.12 You are required to abide to the above given payment time line and no part payment will be accepted if your deviate from the given schedule.

6.13 Fee to be paid by students who are UNREGISTERED with Health Insurance Fund (NHIF) if you are already registered with health insurance scheme, you WILL NOT be required to pay for Health Insurance fund to the school to cover for your medical treatment. However you must bring the insurance card to prove your membership with NHIF or other health to the school bursar during registration.

7. DOCUMENTS FOR REGISTRATION/ ENROLMENT INTO THE COLLEGE

7.1 Certified True copy of your original Certificate of Secondary Education Examination (CSEE) You should bring two copies of your form four (iv) certificate of secondary education examination CSEE from the National Examination council of Tanzania or other certificate relevant for this course are recognized institution certified by the lawyer.

7.2 You will not allow registering for the course if you fail to submit your certificate during registration.

8. OTHER ESSENTIAL ITEMS

a. All students must bring:-

- i.** Two passport size photographs taken recently for registration and identity card.
- ii.** Original certificate for verification of authenticity of the photocopies you sent to us previously.
- iii.** 6 counter books 2 of quires and 4 of 2quires 1 note book, pen, pencil, eraser, ruler.

b. Boarding students should bring at minimum the following

- i.** Mattress small size
- ii.** 4 pairs of bed sheets- plain, Blue/ pink
- iii.** 1 pillow case
- iv.** Towel
- v.** 1 mosquitoes net
- vi.** Bucket
- vii.** 2 pairs of covered shoes- Black or white
- viii.** A wrist watch with seconds hand (to enable one to count seconds when taking vital signs.
- ix.** Ream papers (2)
- x.** Thermometer
- xi.** Gloves 1 box

9. MEDICAL EXAMINATION

10.1 You should carry out/ conduct medical examination and bring a certified copy from a registered medical practitioner practicing in registered hospital showing that you are medically fit to pursue the course you are enrolled. Use the request for medical examination from attached to this joining instructions.

WELCOME TO GREEN BIRD COLLEGE OF NURSING AND MIDWIFERY

Wishing you good preparations and success in your course!

REQUEST FOR MEDICAL EXAMINATION FORM

PARTA: For Office Use Only

Dear Doctor, please examine Mr//Mrs/Miss.....who is seeking admission into our college and certify whether or not he/she is physically and mentally fit to undergo without hindrance, course in Pharmaceutical Science Studies. Specify if chronic health problem is identified and handicap status which needs special attention.

1. Last Name.....Other Names.....
2. Date of Birth.....Age.....Sex.....
3. Height in cm.....Weight in kg.....

C: For Doctor's use only (Please circle the correct response)

1. Have you suffered from or now suffering from any of the following

(a)Diabetes: Yes/ No

(b)Heart disease: Yes/ No

(c)Head injuries: Yes/ No

(d)Fitorseizures or any history of mental illness: Yes/ No

(e)Tuberculosis (TB):Yes/ No

2. Skin disease.....

3. Ears

(a)RtEar:.....LtEar.....

4. Eyes

(a)RtEar:.....LtEar.....

5. Mouth and throat.....Nose.....

6. Respiratory system.....

7. Cardiovascular system

(a)Pulse.....

(b)Blood pleasure

(a)Systolic.....(ii)Diastolic.....

(c)Heart murmurs.....

8. Abdomen:.....

(a)Liver:.....(b)Spleen:.....

(c)Kidney(d)Ascitis:.....

9. Stool:.....

10.Urine.....

11. Urine for Pregnancy test(UPT).....

12. Venereal disease:.....

13. Widal test:.....

14. Hematology

(a) Haemoglobin level:.....(b) WBC:.....

(c) Blood grouping:.....RH.....

(d) Erythrocyte sedimentation Rate (ESR).....

I certify that I have physically and otherwise examined Mr. Mrs. Miss.....and found him/her fit/unfit for college studies as stipulated

If found that the applicant suffers from/is handicapped by..... And is not fit to undergo the stipulated course.

Name:.....

Signature:.....date

Address .Stamp:.....