

DEPARTMENT OF PHARMACY

BOX 344, KILIMANJARO.

Tell: 0716 696 384/ 0713 551 036/ 0763 055 960

Website: www.greenbirdinstitutions.ac.tz

E-mail: info@greenbirdinstitutions.ac.tz

Opening date: 10th October, 2024.

Ref No.: GBC/HAS/2024/01

RE: SCHOOL JOINING INSTRUCTIONS FOR THE ACADEMIC YEAR 2024/2025

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Dear,

The management of Green Bird College of Health and Allied Sciences congratulates you for being selected to join our college of Pharmacy (Pre-service) in the academic year 2024/2025 following your application to study a three years Diploma course in Pharmacy.

1. ABOUT THE SCHOOL

Green Bird College is owned by Kalua Development Trust Fund. The school is legally recognized by the Ministry of Health, Community Development, Gender, Children Elderly (MoHCDGEC) and fully accredited by the National Council for Technical Awards (NTA) level 4 to NTA level 6.

The College is located at Mwanga town Kilimanjaro region 1½ Km from Dar/Arusha tarmac road; it's along Usangi/Ugweno road. In order to facilitate your admission you are required to fulfill the following conditions.

2. CONFIRMATIONS AND ACCEPTANCE TO JOIN THE SCHOOL

2.1 You should confirm your acceptance of the offer given to join the college before by paying the amounts of money to the school bank accounts as indicated in table 1 and send/bring the bank pay slip to

2.2 Failure to confirm before the mentioned date; another candidate will fill your vacancy. The second selection for candidates to replace those who have not confirmed by the set date will be done immediately.

2.3 You may scan and send the copy of payment made for confirmation in advance through our email at info@greenbirdinstitutions.ac.tz BUT the original bank pay slip must be brought to school bursar during the date of reporting to the school. Alternatively you can also send in advance through registered express mail service (EMS) using contact address shown in our headed letter or bring it personally to bursar office if you are nearby Mwanga.

3. OPENING AND REPORTING DATES

3.1 The academic year for 2024/2025 intake will resume October 2024.

3.2 You should report to the college by October 2024..

3.3 You should bring this school joining instruction with you when reporting to the school and show it to the school bursar for introduction and registration.

3.4 The reporting and registration will be done during working days Only, therefore, you should report during office working hours: Monday to Friday from 8:00am to 4:00pm. No student will be attended before or after office hours or weekends.

3.5 You will not be registered /enrolled to the school after fourteen (14) days delay from the started date or reporting to school.

4. REGISTRATION

4.1 You are urged to read and understand EACH section carefully.

4.2 On arrival, you will be required to prove that you have paid the required amount of money for Tuition Fee and student's direct costs and handover the original bank slip to the school bursar, that you can be issued with a receipt.

4.3 Failure to prove that you have paid there spective minimum

4.4 The fees will not be refunded after you have been registered with the school in any circumstance whatsoever.

5. ACCOMODATION AND MEAL

5.1 The school has a facility of accommodation within our compound.

MEALS:

5.2 You are required to pay Eight hundred thousand (Tsh.800, 000/=) per year for meals.

MEALS PAYMENT SCHEDULE

1st Installment- Tshs 400,000/= October 2024

2nd Installment- Tshs 400,000/= April 2024

MEALS ACCOUNT:

GREEN BIRD COLLEGE CANTEEN
ACCOUNT No. 015C480354701

CRDB BANK

Pay in slip should indicate your name and be submitted to accountant office.

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 intable1or 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.

- 65 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 nor 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 other 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 advised 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 sponsors / parents declared and committed themselves in your application from 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 programme fees and proceed into the succeeding semester a new academic year if your sponsor fails to comply with the commitment they made.

**TABLE1: PROGRAMME FEES FOR PHARMACY
APPLICABLE FOR THE ACADEMIC YEAR2024/2025**

NO	DESCRIPTION	AMOUNT	REMARK
1.	TUTION FEES	1,800,000/=	For the year Pay: GREEN BIRD COLLEGE – 0150480354700 CRDB
2.	OTHER CONTRIBUTIONS	ALL STUDENTS	All student direct costs shall be paid ONCE REPORT at College
2.1	UNIFORMS	100,000/=	Pay: Shanel Co. 0150480997300-CRDB
2.2	IDENTITY	15,000/=	Pay: GREEN BIRD COLLEGE 015C480354700 CRDB BANK
2:3	PHARMACY PRACTICE SUPPORTIVE	100,000/=	To be paid every academic year, Pay: GREEN BIRD COLLEGE 015C480354700 CRDB
2.4	HAND BOOK FOR PHARMACY PRACTICAL'S	57,000/=	Pay: GREEN BIRD COLLEGE 015C480354700 CRDB BANK
2.6	NACTE EXAMINATION FEES	150,000/=	Every end of academic year Exams. Pay: GREEN BIRDCOLLEGE 015C480354700 CRDB
2.7	NACTE QUALITY ASSURANCE FEES	15,000/=	Every academic year Pay: GREEN BIRD COLLEGE 015C480354700 CRDB
2.8	COLLEGE EXAMINATION FEES	50,000/=	Every academic year Pay: GREEN BIRD COLLEGE 015C480354700 CRDB

2.9	MAINTENANCE FEE	30,000/=	Once a year Pay: GREEN BIRD COLLEGE 015C480354700 CRDB
	TOTAL	2,307,000/=	

6.11 If your sponsor prefer to part of Tuition fees in Four (4) instalment payment schedule shall be as follows;

First instalment: Tshs.600, 000/= to be paid 24th October 2024

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

Third instalment: Tshs.600, 000/= to be paid 1st April 2025

Fourth instalment: Tshs.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 50,400/= 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. PHARMACY PRACTICE PLACEMENT/FIELDWORK

7.1 You should be required to undergo a six weeks compulsory pharmacy practice placement/field work (equivalent to 30 working days excluding Saturday and Sunday at a Council designed district, or designated district hospital or region

Referral hospital assigned and approved by the school at the end of semester one (1) of each academic year for that purpose

- 7.2 During the placement, you will be under daily instruction and Supportive supervision of senior qualified pharmaceutical Personnel of the respective hospital you have being placed. Inspection and supportive supervision visit will be made by the appointed tutor from the school.
- 7.3 You will be required to incur your own living expenses (i.e. accommodation, meals, transported) during the period of attachment it's your responsibility to clear clarify in advance all this with your sponsor so that he/ she is aware of the pharmacy practice placement / field work to prevent misunderstanding.
- 7.4 You will be required to pay for accommodation cost if you Prefer to live/stay in our hospital during pharmacy practice field/attachment period.
- 7.5 You will not be allowed to undergo the Pharmacy practice field work to obtain the required credit.

8. DOCUMENTS FOR REGISTRATION/ENROLMENT INTO THE COLLEGE

- 8.1 Certified True copy of your Original Certificates of Secondary Education Examination (CSEE) You should bring two copies of your form four (iv) certificate of secondary education examination CSEE from the National Examinations council of Tanzania or other certificate relevant for this course are cognized institution certified by the lawyer.
- 8.2 You will not allow registering for the course if you fail to submit your certificate during registration.

9. SCHOOL UNIFORM

- 9.1 School uniforms will be made for you immediately after registration while in college.

9.2 You should come with black or white shoes.

9.3 Sandal and other types of shoes are not allowed to be Worn in any of the school premises, except in the student's hostel.

10. 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 counterbooks: 2 of quires and 4 of 2 quires
1 notebook, pen, pencil, eraser, ruler

b. Boarding students should bring at minimum the following;

- (i) Mattress Small size
- (ii) 4 pairs of bedsheets - plain; Blue/Pink
- (iii) 1 pillowcase
- (iv) 1 towel
- (v) 1 mosquito net
- (vi) 1 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) Umbrella/Raincoat
- (x) Ream papers (2)
- (xi) Health insurance card /50400/=

c. Pharmacy students should bring the following important academic items: Laboratory transparent protective goggles or spectacles and Scientific Calculator.

11. MEDICAL EXAMINATION

11.1 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 PRARMACY

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.

Date and Stamp..... B:ForApplicants Only

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 pressure

(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:.....Qualification.....

Signature:.....Date:.....

Address Stamp:.....

