



HERMARGS INSTITUTE
P. O. BOX 3086, MOROGORO, TANZANIA
TEL: +255 742 759 220
E-mail: hermargs.institute@gmail.com
Web: www.hermargs.ac.tz

To:

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Dear.....,

RE: ADMISSION OFFER TO PURSUE TECHNICIAN CERTIFICATE/DIPLOMA STUDIES IN SOCIAL WORK AT HERMARGS INSTITUTE

We are glad to inform you that you have been selected to pursue studies at HERMARGS Institute during 2023/2024 academic year. We therefore take this opportunity to congratulate you for being selected and wish you all happy moments, stay and success in your studies.

INSTRUCTIONS

Please make sure that you read these instructions carefully, understand them and **adhere to all** the Requirements hereunder.

1. ADMISSION

You have been offered a place to pursue Technician Certificate or Diploma studies in Social Work at HERMARGS Institute for 2023/2024 academic year. These are 1 or 2 years programmes leading to the award of Certificate (1 year) or 2 years Diploma (3 years in Total) in Social Work respectively. The admission offer is made on the basis of the statement of your qualifications as presented in your application form. The offer is subject to the satisfactory verification of those qualifications by this office at the time of your registration through assessment of original or certified academic certificates and other credentials.

2. LOCATION

HERMARGS Institute is located at Kinyenze (Kipera) village, Mlali ward, Mvomero district, in Morogoro region, Tanzania. It is about 25 kilometers from Morogoro town towards Mikumi National park along Iringa road. Once you drop at Msamvu central bus terminal (stand) you may take public or private means of transport that will take you to the Institute through one of the following options:

- i Private or Public transport (Mini-busses) from Msamvu central bus terminal (stand) to Mafiga mini-bus terminal (daladala stand), then take MZUMBE – MLALI mini-bus (daladala) and drop at Kipera Corner. From there, hire transport to HERMARGS Institute, located in KINYENZE village, in the area commonly known as MINARA YA POSTA.
- ii Private or Public transport (Mini-busses) from Msamvu central bus terminal (stand) to Mafiga mini-bus terminal (daladala stand), then take MELELA - DOMA mini-bus (daladala) and drop at LUGONO, an area famous for Roast meat (Nyama choma). From there, hire transport to HERMARGS Institute, located in KINYENZE village, in the area commonly known as MINARA YA POSTA.
- iii With public transport, you can reach HERMARGS Institute through either MZUMBE University or LUGONO route.

3. REPORTING

You are required to report at HERMARGS Institute from the first week of October (**subject to change according to NACTVET calendar**) 09:00 AM and 6:00 PM. In case you report after the above scheduled hours, please call 0742 759 220, 0678 532 890 or 0787 047 650, for assistance.

***NOTE:** The Institute may provide transport from Morogoro Msamvu bus Terminal; Kipera Corner or Lugono Nyama Choma area on the reporting dates directly to HERMARGS INSTITUTE. This arrangement is for New Students that wish to use our facility and will have to communicate using the above cell phone numbers at least 6 hours before their expected arrival time.*

4. REQUIREMENTS DURING YOUR REGISTRATION

For registration purposes you must bring and present the following documents:

- i. Certified copy of original Birth Certificate.
- ii. Certified copy for Certificate of Ordinary Level (O-Level) Secondary School Education and where available Certificate of Advanced Level (A-Level) Secondary Education.
- iii. Certified copy for Certificates from foreign examination bodies for Ordinary or Advanced level education verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).
- iv. Copy of the Admission Offer (this letter).
- v. Bank pay-in slips for first installment or more.
- vi. In addition, all students from foreign countries **MUST** bring study permit documents obtained from the nearest Tanzanian Embassy in their countries or respective authorities in Tanzania.
- vii. Health Insurance card or 60,000 TZS for membership under the National Health Insurance Fund (NHIF) scheme.

***NB:** It is a criminal offence to submit false information for admission process or for any other reason. Cases of impersonation and falsification of documents during registration and after registration will lead to cancellation of your admission and it will be reported to higher authorities for legal actions.*

5. HEALTH

Every student must be a member of Tanzanian National Health Insurance Scheme (with a membership card acceptable in common health facilities in Tanzania). Students without a membership card shall be required to apply for membership immediately after reporting and strictly before commencement of studies. The membership fee to the National Health Insurance Fund (NHIF) is **TZS 60,000.00**. In addition, the student shall pay **TZS 10,000.00** each semester to the Institute to cater for health services and emergencies before access to services offered through the National Health Insurance Scheme.

6. HOSTEL

Hostels are available for all students who will register and pay the institute fees and other payments on time. Students **MUST** sign the declarations for Hostel rules and regulations before being given room keys. ***Please note that HERMARGS Institute has no rooms to accommodate students with their families. HERMARGS Institute however facilitates the needy students to find affordable and most convenient accommodation within or outside the campus as may apply.***

7. TEACHING FACILITIES

HERMARGS Institute is located in an isolated conducive environment for studying. The Institute is equipped with modern learning and teaching facilities. You are advised to bring with you a laptop computer for your personal use if feasible.

8. TEACHING AND EXAMINATION SCHEDULE

Teaching and Examinations are done every day of the week from Monday to Friday with exception of public holidays. Studies may be conducted on weekends and public holidays where necessary.

9. DRESSING CODE

Decent dressing is compulsory for all students under the Dressing Code Manual from the Ministry September, 2020. Prohibited dressing include (if are not covered by decent clothes on top) tight-skin dresses, transparent clothes, miniskirts/dresses), pence, backless blouses/shirt, K-K trousers/shorts, tracksuits (if not a sporting session), caps, pedals and any other undesirable dress. In addition, wearing dresses linked to a political party or religious/faith movements is prohibited.

10. WEATHER

The weather at HERMARGS Institute is warm most of the time of the year. Students are advised to bring light clothing and a Mosquito net for Malaria prevention. The weather may be cold from May to August and sometimes windy at night that may require warm clothes. Please note the requirements for Joining HERMARGS Institute on the type and colour of Uniforms acceptable during class hours. Please also note that light clothes do not mean transparent clothes which are not allowed in public places.

11. POSTPONEMENT OF STUDIES:

- a. You shall not be allowed to postpone studies after the academic year has begun except under special circumstances such as serious health or social issues. Permission to postpone studies shall be considered after producing satisfactory evidence of the reasons for postponement.
- b. Postponement of the admission does not guarantee you a vacancy for the following academic year.
- c. Further guidance for postponement of studies are provided by NACTE; www.nacte.gov.tz

12. REGULATIONS

Depending on prevailing environment, the regulations, Prospectus and fee structure for HERMARGS Institute can change **any time** without prior notice to the students, parents, guardians or their sponsors. You, parents and your sponsor will be notified accordingly on reasons where necessary and when such changes will come into effect.

13. DISCIPLINE

- a. You are required to abide with the students By-laws and prospectus regulations from HI, as well as the Discipline Code and Conduct for Students from the Community Development, Gender, Elderly and Children which shall be availed to you during your registration.
- b. You are required to keep safely all your properties and those of HERMARGS Institute in your possession. In case of loss or damage, you shall be required to pay the replacement value with immediate effect.

14. BANKING INSTRUCTIONS

All Payment of Institutional fees and other charges should be done through the following Banks, **CRDB BANK** Account No: **0150360747500** Account Name: **HERMARGS ACADEMY OR NMB BANK** Account No: **24910001187** Account Name: **HERMARGS INSTITUTE** OR You can also pay through any Mobile Money (Tigopesa, M-pesa, Airtel Money, Ezypesa, T- pesa or Halopesa) using our **Tigo Number 88 48 28 4**, with account name **HERMARGS INSTITUTE**.

NOTE:

- i Fees once paid are not refundable if the student withdraws or leaves the Institute without permission from the Principal or is disqualified in examination or dismissed for indiscipline.
- ii Payment by cheque, International Money Orders (IMO) and related methods are accepted.

15. AVAILABILITY OF SHOPS

- i. Students away from Morogoro town do not need to purchase and travels with items such

as mattresses since are available and can be purchased in shops in Morogoro at **LUMULI shop** within HERMARGS Institute on arrival dates.

- ii. Basic requirements such as those for sanitation, stationery, refreshments etc can be purchased at LUMULI shop found within HERMARGS Institute with reasonable prices as those found in Morogoro town.

On behalf of the HERMARGS Institute, I wish to extend to you a warm welcome and a successful period of study.

Yours sincerely,



Mr. Cleopa Nathanael

Administrator, HI

Enclosed: Medical Examination form
Fee Structure
Admission Requirements

ALSO THESE FORMS ARE AVAILABLE AT www.hermargs.ac.tz

TO BE COMPLETED BY THOSE ACCEPTING THE OFFER

A: Student

- i. Ideclare that I do accept the offer of admission to pursue studies leading to the award of; (tick one that applies to your choice: [] Certificate or [] Diploma in Pharmacy.
- ii. I hereby declare that I have read all the instructions as provided in the offer and understood them correctly.
- iii. I am aware that the regulations, by-laws and fee structure can change at any time. Once notified, shall make decision and abide to them.
- iv. I solemnly promise to abide by the regulations and by-laws governing training, peace and good conduct in general as shall be spelt out from time to time including fees payments and that failure to do so may lead to disciplinary measures, including discontinuation from studies.
- v. I have initialed/signed all the required official forms including the medical forms, registration forms, fee structure forms and the copies of all certificates to indicate that I have abided to the regulations and by-laws of HERMARGS Institute.

Signed:

Date:

B. Parent/Guardian Details

Name:

Contact: