



Saint Luke Foundation

(A Trust of the Evangelical Lutheran Church in Tanzania)

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JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA IN PHARMACEUTICAL SCIENCES – ACADEMIC YEAR 2021/2022

Dear Mr/Mrs/Ms-----

The Management of the Kilimanjaro School of Pharmacy (KSP) congratulates you for being selected to join the school for the academic year 2021/2022 to study a three year programme course for Diploma in Pharmaceutical Sciences.

ABOUT THE SCHOOL:

The Kilimanjaro School of Pharmacy (KSP) is owned by Saint Luke Foundation (SLF), which is a trust of the Evangelical Lutheran Church in Tanzania (ELCT). The school is legally recognized by the Ministry of Health, Community Development, Gender, Children and Elderly (MoHCDGEC) and fully accredited by the National Council for Technical Education (NACTE) to offer programmes in Pharmaceutical Sciences at National Technical Awards (NTA) Level 4 to 6.

The School is located within the Kilimanjaro Christian Medical Center (KCMC) compounds, five (5) kilometres from Moshi municipal town. On arrival at KCMC, ask for Kilimanjaro School of Pharmacy/Saint Luke Foundation offices.

1. CONFIRMATION AND ACCEPTANCE TO JOIN THE SCHOOL:

1.1. In order to register, a student MUST pay 100% of the Student direct cost (table 1 below) and 25% of the Annual Tuition fees (table 2 below). All fees are non-refundable, and are all payable through CRDB branches by using ON-LINE PAYMENT CONTROL NUMBER which is obtained as follows:

- i. Log in at KSP OSIM account, obtained from <https://osim.ksp.ac.tz/>.
- ii. Select online payment
- iii. Click generate control number, then select year of study (2021/2022)
- iv. Select type of fee to be paid (direct cost or tuition fee)
- v. Click generate control number,
- vi. Account Name for all Fees is: Saint Luke Foundation, CRDB Bank

NB: For any problem concerning control number creation please call the following numbers for assistance, 0758 671 118 or 0652 754 413

- 1.2. **KSP Student Information System (KSP-OSIM) account will be your access portal of communication and information dissemination throughout your studies. You should ALWAYS remember and keep your USERNAME and PASSWORD provided to you during on-line application to study at KSP. If you have forgotten your username and password, you may contact our IT officer through number +225 652-754 413 for assistance.**

1.3. **STUDENTS DIRECT COST**

Table 1: Student Direct Cost per year is as shown below in Tanzanian Shillings (Tsh).

Direct COSTS Charges OTHER THAN TUITION FEE	AMOUNT Tsh,
Sustainability Fund (<i>Non-refundable</i>)	50,000.00
Student Union	20,000.00
School uniforms (a pair of Khaki Trousers for Boys and a pair of White Gowns for Girls, (for NTA Level 4 and Upgraders)	60,000.00
Registration and Identity Card	70,000.00
Internal Examinations	100,000.00
Pharmacy Practice supportive supervision	100,000.00
Handbook for Pharmacy Practical –for NTA level 4	55,000.00
Student testimonials/progress report	20,000.00
Examinations Fee for the Ministry of Health, Community Development, Gender, Children and Elderly,	150,000.00
NACTE quality assurance fee	15,000.00
TOTAL direct COSTS OTHER THAN TUITION FEE	Tsh, 640, 000.00

Hence the 100% of students direct cost is Tsh, 640,000/=and this MUST be paid in lamp sum.

1.4. **TUITION FEE**

Table 2: Tuition fee per year is Tsh, 2, 200, 000,00/= (two millions, two hundred thousand shillings only) and is payable either in full OR in instalment basis as follows:

Description	Amount (Tsh)	Semester	Schedule of Payment/instalments
Tuition fee per year	Tsh 2,200,000/=	First Semester	Tsh, 550,000.00 to be paid by 11th October, 2021
			Tsh, 550,000.00 to be paid by 3rd January, 2022
		Second Semester	Tsh 550,000.00 to be paid by 31st March, 2022
			Tsh 550,000.00 to be paid by 30th June, 2022

1.5. **ACCOMODATION FEE**

- 1.5.1. The school **does not guarantee** the student on the availability of accommodation within our hostels since the available number of rooms which are *shared is limited*. In this regard, you are also advised to look for a nearby hostel within Kilimanjaro Christian Medical Center (KCMC) area and pay rent to the respective landlord.



- 1.5.2. To request for accommodation in our hostel, communicate directly with our School Patron through the following contacts, **0755-263545 or 0717 -276256** to confirm on the availability of the room.
- 1.5.3. You will be required to **pay accommodation fee of Tsh, 500,000/= in full** payable through the **ACCOMMODATION CONTROL NUMBER** generated from your KSP-OSIM student account if our school Patron confirms to you on getting a room in our hostel.
- 1.5.4. **DO NOT PAY accommodation fee before confirming with our patron** on the availability of room for you. **No refund if you pay without observing the given terms and conditions.**
- 1.5.5. A student who makes early request for the room will be served first and shall be required to pay for accommodation fee in full (**Tsh,500,000/=**) **before 8th, October, 2021. Failure to pay for the accommodation once confirmed by the Patron in time, your room will be given to another student in need.**

1.6. **SCHOOL PAYMENT SUMMARY:**

- 1.6.1. Students who will be accommodated in our hostel (**Boarding student**), will pay **TSH, 3,340,000** being *Tuition fee, Direct cost and Accommodation fee* as the total programme fee per year stated above.
- 1.6.2. Students, who **will NOT** get accommodation in our hostel (**Day student**), will pay **TSH, 2,840,000** being *Tuition fee and direct cost* as the total programme fee per year stated above.

2. REPORTING AND REGISTRATION:

- 2.1. You are required to report at **KSP** on **11 /10/2021**. Note that there will be one week for orientation before starting classes with no time lag for late reporting.
- 2.2. **The reporting and registration will be done during working days only. Therefore, you should report during office working hours; Monday to Friday; from 8.00 a.m. to 4.00 p.m. No student will be attended before or after office hours or weekends.**
- 2.3. The **deadline** for registration process is **22/10/2021** and shall not be complete without paying required tuition fee and direct cost.
- 2.4. **On reporting at SCHOOL, please bring with you the following items:-**
 - ✓ Original or certified copies certificates of your Form Four secondary academic qualifications CSEE.
 - ✓ Original birth certificate or certified copy.
- 2.5. Failure to prove that you have paid the respective amount of fee stated in case you are a Boarding student or the respective amount of fee stated for a Day student as part of the yearly programme fee, you will **not be registered** and shall result in forfeiting your admission.
- 2.6. You will be required to pay for identification card if you lose the student identification card once registered.
- 2.7. All payments made to the school bank account should bear the **name of the selected student.**
- 2.8. **The original bank pay-in slips payments you have made for direct cost, tuition fee, and accommodation fee (if you have secured a room within our hostel MUST be brought to school during the date of reporting and handed over to school Bursar for issuance of a receipt.**



3. MEDICAL EXAMINATION

- 3.1. Admission into the KSP is conditional upon satisfactory medical examination report from a registered/qualified Medical Doctor.
- 3.2. You should carry out medical examination and bring a certified copy from a registered Medical Practitioner practicing in a registered hospital showing that you are medically fit to pursue the course you are enrolled. **Use the request for medical examination form attached to this joining instruction. You must bring this medical report during reporting date.**
- 3.3. **DO NOT CHEAT**; if the school proves that you have cheated in filling the medical examination forms, you will be discontinued even after registration.

4. HEALTH INSURANCE

It is mandatory for all students to be a member of a recognized Health Insurance Scheme. This is also in line with the directives by the Ministry of Health, Community Development, Gender, Children and Elderly.

If you are NOT REGISTERED with National Health Insurance Fund (NHIF), you MUST BRING Tsh, 50,400/= for annual NHIF fee that will be paid to NHIF during registration for your medical treatment annually. If you are already registered, you must bring your health insurance card.

5. CAFETERIA SERVICES AND OTHER LIVING COSTS:

- 5.1. Food will be served in the available cafeterias. You can make arrangements with the school cafeteria for food services (i.e. breakfast, lunch and dinner) or any other cafeteria of your choice around KCMC.
- 5.2. **Students are NOT allowed to cook or bring and eat food in the Hostels/Halls of Residence.**
- 5.3. Do not deposit your money for food or any other living expenses to the school accounts. If you do so, this amount will be included in the tuition fee for next installment or semester or academic year. You are advised to open your personal bank account for that.
- 5.4. Your sponsor/parents/ guardian are obliged to support you financially during the whole period of study and stay in the school.

6. INSTRUCTION ON PROGRAMME FEE AND OTHER CHARGES

- 6.1. Should there be an unavoidable circumstance that would require revision of fees; they may be revised from time to time without prior notice.
- 6.2. Revised fee structure will be applicable to the newly enrolled students as well as for the continuing students.
- 6.3. Cash money or written Cheque for the purpose of any programme fee charged or Photocopy of a bank pay slip shall **NOT BE ACCEPTED** by the school bursar's office. The bursar's office is cash free.
- 6.4. Your sponsors/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 be allowed to carry forward part of the programme fees and proceed into the succeeding semester or a new academic year if your sponsors fail to comply with the commitment they made.
- 6.5. All payments for the school (direct cost, tuition fee and accommodation) are made through **CRDB bank (with account name: SAINT LUKE FOUNDATION)** using



respective control numbers generated from KSP-OSIM ACCOUNT .The payment made should bear/indicate the **names of the selected student** for easy traceability by the school bursar in the bank statements.

- 6.6. The fees will not be refunded after you have been registered with the school in any circumstances whatsoever.

7. PHARMACY PRACTICE PLACEMENT /FIELD WORK

- 7.1. You shall be required to undergo a six weeks compulsory Pharmacy Practice placement/ field work at a Council Designated District, or Designated District hospital or Regional Referral Hospitals assigned and approved by the school at the end of semester one (I) of each academic year for that purpose.
- 7.2. During the placement, you will be under daily instructions and supportive supervision of a Senior Qualified Pharmaceutical Personnel of the respective hospital you have been 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, transport, etc.) during the period of field attachment. It is your responsibility to clearly clarify in advance all this with your sponsor/parents 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 hostel during pharmacy practice field/attachment period.
- 7.5. You will **NOT** be allowed to continue with the Second (II) Semester of your course if you fail to undergo the Pharmacy practice field work to obtain the required credits.

8. SCHOOL UNIFORMS

- 8.1. You should **buy ONLY a pair of White Shirts for boys** (short or long sleeves) that you will be required to wear as school uniforms.
- 8.2. A pair of **KHAKII Trousers** (for boys) and **WHITE GOWNS** (for girls) as school uniforms will be made for you immediately after registration/while in school. The school will appoint and approve a tailor for making the trousers and WHITE GOWNS for you.
- 8.3. You should come **with black shoes and pairs of white socks**.
- 8.4. Sandals and other types of shoes are not allowed to be worn in any of the school premises, except in the students' hostel.
- 8.5. You should bring **WHITE Jacket/Sweater** to put on during winter/cold period. No other colour will be allowed to be worn in school areas.

9. OTHER ESSENTIAL ITEMS:

You are required to bring the following items to facilitate your stay and study while in school:

- 9.1. Exercise books, pen, pencil, scientific calculator, ruler etc.
- 9.2. Umbrella
- 9.3. A Blanket, Four (4) Bed sheets, Towel, Pillow with their covers, Mosquito net.
- 9.4. **White Laboratory coat –, long sleeve** and laboratory transparent eye protective goggles/spectacles



10. SCHOOL REGULATIONS AND BY-LAWS

- 10.1. You shall be required to abide to school by-laws and regulations, the Ministry of Health, Community Development, Gender, Children and Elderly **DRESS CODES AND ETHICS** and laws of the United Republic of Tanzania without exception. Failure to do that you shall be suspended or expelled from the school.
- 10.2. During Normal School sessions No student is allowed to postpone any continuous assessment Test (CAT), Assignments, course work or Examinations without valid compelling reason. **Failure to adhere to this you will be required to pay a total of Tsh, 50,000/= for each missed examination.**
- 10.3. You are not allowed to use the name and property of the school or institution for your personal gains. Legal action will be taken against such conduct.
- 10.4. You shall not be registered for the school if you fail to fulfil any of the requirements in these joining instructions.
- 10.5. Medical form should be filled appropriately and signed by Qualified Medical Officer.

**I WISH YOU ALL THE BEST AND WELCOME TO KILIMANJARO SCHOOL OF
PHARMACY**

Wishing you good preparations and success in your next new academic year 2021/2022.

Kolonjoi Kaiseye Olekiyapi



**KILIMANJARO SCHOOL OF PHARMACY
REQUEST FOR MEDICAL EXAMINATION FORM**

PART A: For Office Use Only

Dear Doctor, Please examine Mr. /Mrs. Miss: _____

Who is seeking admission into our school and certify whether or not he/she is physically and mentally fit to undergo without hindrance, a course in Pharmaceutical Science studies. Specify if a chronic health problem is identified and handicap status which needs special attention.

Date & Stamp: _____

B: For Applicants 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) Fits or seizures or any history of **mental illness**: Yes/No
(e) Tuberculosis (TB): Yes/No

2. Skin disease:

3. Ears

(a) Rt Ear: _____ (b) Lt Ear: _____

4. Eyes

(a) Rt Eye: _____ (b) Lt Eye: _____

5. Mouth and throat: _____ Nose: _____

6. Respiratory system: _____

7. Cardiovascular system

(a) Pulse: _____

(b) Blood pressure

(i) 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) Hemoglobin 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.

I found that the applicant suffers from/is handicapped by _____
and is not fit to undergo the stipulated course.

Name: _____

_____ Qualification: _____

Signature: _____ Date: _____

Address & stamp: _____

