

LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)



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In reply please quote.

Ref. No:GB.7/254/01

Date: 18th June, 2018

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P. O. Box

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JOINING INSTRUCTIONS FOR LOCAL GOVERNMENT TRAINING INSTITUTE ACADEMIC YEAR 2018/2019

I am pleased to inform you that you have been selected to join the Local Government Training Institute for the Academic Year **2018 / 2019**. You are expected to report at the Institute on Saturday 28th July, 2018. Orientation programme will be conducted from 30th July - 3rd August, 2018. On arrival at the Institute please, bring with you the following items for admission:-

1. This joining instructions letter
2. A duly filled Medical Examination form
3. Original Bank Pay-in slip copies with the amount indicated in **form (B)** for the first semester.
4. Two recent colored passport size photographs.
5. We have limited accommodation which will be based on first in first served.

N.B

- Failure to register within the first two weeks will lead to cancellation of your admission.
- Registration will **only** be made to candidates who meet all the above requirements.
- Meal allowance shall personally be provided to you by your sponsor.
- Students who have directly been selected by the Government to join the Institute shall be required to pay **Tshs.10,000/=** as application fee.
- The Institute does not offer hostel services for students who wish to study in Town Campus.
- The town Campus will only offer two Basic Technician courses (NTA-Level 4) namely:
 1. Local Government Administration
 2. Community Development

MODE OF PAYMENT

1. Fee structure and first semester installment refer to form **A** and **B**.
2. ***Be informed that, any money once deposited in the LGTI account will not be refunded.***
3. Other recommended direct student costs (incurred by sponsors or students) are merely indicative.
4. Students are advised to join the National Health Insurance Fund (NHIF) if they are not yet insured. Those who are not yet insured should come with **Tshs. 50,400/=** for registration with NHIF.

NOTE

- Local Government Training Institute reserves the right to change the rate of fees any time during the Academic year as deemed necessary without prior notice.

ADDITIONAL INFORMATION

Institute location

The Local Government Training Institute (LGTI) is situated on the outskirts of Dodoma Municipality, 27km away from Ihumwa Junction on the Dodoma-Morogoro highway.

Dress code:

The Institute strictly observes established government dress codes to public servants. Every student is therefore required to wear decent dresses while undergoing training. The following dresses are strictly prohibited:

- ❖ T-shirt dress to both male and female students
- ❖ Mini-skirts to female students
- ❖ Tightly and indecent Trousers to both male and female students are not allowed.

The duration of each course (**NTA 4, 5 and 6**) is one year. At the end of the course, you will be awarded a **Basic Technician Certificate, Technician Certificate and Ordinary Diploma** in the respective (course) field of study.

Wishing you all the best,



Dr. Mpamila Madale

RECTOR

FORM A
FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2017/2018

NO.	COST ITEMS	CERTIFICATE PROGRAMMES (ALL)		ORDINARY DIPLOMA PROGRAMMES (ALL)
		ONE YEAR	ONE YEAR	ONE YEAR
DIRECT COST PAYABLE TO THE INSTITUTE CITIZENS		BASIC TECHNICIAN CERTIFICATE (TSH.)	TECHNICIAN CERTIFICATE (TSH.)	DIPLOMA (TSH.)
1.	Tuition Fee - Annually	660,000	760,000	770,000
2.	Registration - Once	20,000	20,000	-
3.	Examination Fee – Annually	30,000	30,000	30,000
4.	Identity Card – Once	10,000	10,000	-
5.	Students’ Union – Annually	20,000	20,000	20,000
6.	Field supervision – Annually	50,000	50,000	50,000
7.	Sports and Games – Annually	20,000	20,000	20,000
8.	Foundation Course (Intensive English Course)	10,000	10,000	10,000
9.	NACTE Subscription	15,000	15,000	15,000
10.	NHIF Registration Fee <i>if you were not insured before</i>	50,400	50,400	50,400
TOTAL FEE		885,400	985,400	965,400
11.	Accommodation – Annually	300,000	300,000	300,000
TOTAL FEE AND ACCOMMODATION		1,185,400	1,285,400	1,265,400
LOCAL GOVERNMENT TRAINING INSTITUTE FEE ACCOUNT – NO. 50501100209 NMB				
NON CITIZENS		US \$	US \$	US \$
1.	EAC	1,100	1,200	1,200
2.	Others	1,600	2,000	2,100
ITEMS PAYABLE DIRECTLY TO THE STUDENT - RECOMMENDED CITIZENS				
		(TSH.)	(TSH.)	(TSH.)
1.	Meal Allowance	1,785,000	1,785,000	1,785,000
2.	Books and Stationery	150,000	150,000	150,000
3.	Scientific Calculator	40,000	40,000	40,000
4.	Field Assignment	280,000	280,000	280,000
5.	Research	-	280,000	280,000
6.	Application Fee	30,000	30,000	30,000
7.	Graduation Fee	30,000	30,000	30,000
TOTAL		2,315,000	2,595,000	2,595,000
NON CITIZENS		US \$	US \$	US \$
		5,000	5,000	5,000

FORM B
FIRST SEMESTER INSTALLMENT PAYMENTS ACADEMIC YEAR 2018/2019

NTA LEVELS	REQUIREMENTS	CAMPUS	OFF CAMPUS	ACCOUNT NAME	ACCOUNT NUMBER
NTA – 4 BASIC TECHNICIAN CERTIFICATE	TUITION FEES	415,000/=	415,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	50501100209 NMB
	ACCOMMODATION	300,000/=		LOCAL GOVERNMENT TRAINING INSTITUTE	50501100209 NMB
	LOGISO	20,000/=	20,000/=	LOCAL GOVERNMENT STUDENTS ORGANIZATION	50510002089 NMB
	NHIF	50,400/=	50,400/=	LGTI DISPENSARY IMPREST ACCOUNT	50510041668
	TOTAL	785,400/=	485,000/=		

NTA LEVELS	REQUIREMENTS	CAMPUS	OFF CAMPUS	ACCOUNT NAME	ACCOUNT NUMBER
NTA - 5 TECHNICIAN CERTIFICATE	TUITION FEES	515,000/=	515,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	50501100209 NMB
	ACCOMMODATION	300,000/=		LOCAL GOVERNMENT TRAINING INSTITUTE	50501100209 NMB
	LOGISO	20,000/=	20,000/=	LOCAL GOVERNMENT STUDENTS ORGANIZATION	50510002089 NMB
	NHIF	50,400/=	50,400/=	LGTI DISPENSARY IMPREST ACCOUNT	50510041668
	TOTAL	885,400/=	585,400/=		

NTA LEVELS	REQUIREMENTS	CAMPUS	OFF CAMPUS	ACCOUNT NAME	ACCOUNT NUMBER
NTA-6 DIPLOMA	TUITION FEES	515,000/=	515,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	50501100209 NMB
	ACCOMMODATION	300,000/=		LOCAL	50501100209

				GOVERNMENT TRAINING INSTITUTE	NMB
	LOGISO	20,000/=	20,000/=	LOCAL GOVERNMENT STUDENTS ORGANIZATION	50510002089 NMB
	NHIF	50,400/=	50,400/=	LGTI DISPENSARY IMPREST ACCOUNT	50510041668
	TOTAL	885,400/=	585,400/=		