



# INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY

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## APPLICATION FORM

*Affix a self-attested  
passport size  
photograph*

### 1. FOR OFFICIAL USE ONLY

S/No. of Application	Year	Course	Approved Not Approved

### 2. COURSE APPLIED FOR:

### 3. PERSONAL DETAILS

Male/Female	First Name	Middle Name	Surname	Marital Status
Nationality				
Place of Birth				
Date of Birth				
Physical Address/Region				
Street No/Name				
Mobile Phone (s)				
Fax				
E-mail address				
Date of Admission				
End of Course date				
Postal Address				
Intake				

### 4. EMPLOYMENT RECORD (If applicable)

Job Title	Position	Organization	Duration

### 5. EDUCATIONAL QUALIFICATIONS (Please enclose photocopy certificates)

Institution/Council of Examination	Level („O“, „A“ etc)	Year of passing	Division/Class/ Grade/Points

**6. DOCUMENTS ENCLOSED WITH THE APPLICATION**

- i. One copy of passport size photograph with signature.
- ii. Photocopies of certificates of educational qualification.
- iii. Any other relevant certificates.

**7. DECLARATION OF THE APPLICANT**

I undertake that if at any stage, it is found to the satisfaction of the College authority that the information given by me is false the college may cancel my registration and the entire amount of fee which I will have paid will not be refunded.

Signature of the Candidate.....

Date: .....

**8. DECLARATION OF SPONSOR**

I (Full Name).....

(Relationship) .....of .....(Name of Student)

who has applied for ..... course hereby declare

that I shall bear all the costs incurred by the student.

Signature of the Sponsor.....

Contact Address .....

Telephone No.....

Mobile. ....

E-mail address .....

Date: .....

**NOTE:**

*Payment for application form and registration fee(s) should be made to the following accounts number NMB A/C No. 24710009138, and Tuition fee(s) payments should be made to CRDB A/C No. 0150335670200, A/C Name: INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY.*

## IMPORTANT INFORMATION

### A. APPLICATION FORM

- Once application form fee paid is not refundable.
- Application form will be valid until the end of respective intake
- Payments for school fees should be made through the following account number CRDB A/C No. **0150335670200**, A/C Name: INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY. Application fee and hostel should be made through NMB A/C No. **24710009138**, Account name INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY.

### B. Courses

#### i. Heavy equipment Operation (Short courses)

- ❖ Operation of Bulldozer
- ❖ Operation of Motor Grader
- ❖ Operation of Roller / Compactor
- ❖ Operation of Hydraulic Excavator
- ❖ Operation of Wheel Loader
- ❖ Operation of Dump Truck
- ❖ Operation of Forklift and Telehandlers
- ❖ Operation of Crane (mobile, overhead, harbour)
- ❖ Rigging Operation

#### ii. Heavy Duty Equipment Mechanics (Short Courses)

- ❖ Beginner course
- ❖ Intermediate course
- ❖ Advance course
- ❖ Refresher course

#### iii. Long Courses

- ❖ Welding and Metal Fabrication (Uchomeleaji) level I and II.
- ❖ Auto Electric (Umeme wa magari) level I and II.
- ❖ Motor vehicle mechanics (Ufundi wa magari) level I and II.
- ❖ Truck Mechanics (Ufundi wa magari makubwa) level I and II.
- ❖ Heavy Duty Equipment Mechanics (Ufundi wa Mitambo) level I and II.

#### iv. Computer Courses

- ❖ Computer course (General Introduction to computer), 8 weeks
- ❖ Computer Applications, 6 months.
- ❖ Computer maintenance and repair, 2 months.

## C. Fee structure

### I. Training fee

#### i. Heavy Equipment Operation

Direct Cost Payable to the Institute	Excavator/Loader/Dozer/Dump Truck (8 weeks) @	Motor Grader (8 weeks)	Compactor (8weeks)	Forklift (4weeks)	Mobile Crane (8 weeks)	Harbor Crane / Marine Crane (6 months)						
Form and Registration	10,000/=	10,000/=	10,000/=	10,000/=	10,000/=	10,000/=						
Tuition Fee(s)	820,000/=	1,000,000/=	620,000/=	350,000/=	1,200,000/=	2,200,000/=						
Stationary	20,000/=	20,000/=	20,000/=	20,000/=	20,000/=	20,000/=						
Other fee	93,000/=	93,000/=	93,000/=	93,000/=	93,000/=	93,000/=						
<b>Total</b>	<b>943,000/=</b>	<b>1,123,000/=</b>	<b>743,000/=</b>	<b>473,000/=</b>	<b>1,323,000/=</b>	<b>2,323,000/=</b>						
Fee(s) for Foreigners	Form	Fee(s)	Form	Fee(s)	Form	Fee(s)	Form	Fee(s)	Form	Fee(s)	Form	Fee(s)
	20usd	850usd	20usd	1,030usd	20usd	650usd	20usd	380usd	20usd	1,230usd	20usd	2,230usd

#### ii. Long courses

PAYMENT	ITEMS	TWO - YEAR LEVEL I & II PROGRAMME (YEAR1)			DEADLINE FOR PAYMENT
		LEVEL I HDEM	LEVEL I AE	LEVEL I AM/WMF	
1st INSTALMENT	Tuition Fees	600,000	500,000	500,000	<b>31st JANUARY, 2023</b>
	<b>Other Contributions</b>				
	Registration fee	10,000	10,000	10,000	
	Stationery and Examination fee	50,000	70,000	100,000	
	VETA Examination Fee	15,000	15,000	15,000	
	Students Organization (IHETSO) Fee	5,000	5,000	5,000	
	Library	10,000	10,000	10,000	
	Identity card	10,000	10,000	10,000	
	NHIF card	55,400	55,400	55,400	
	Safety gears (overall)	50,000	50,000	50,000	
	Uniform	170,000	170,000	170,000	
<b>Total</b>	<b>985,000</b>	<b>885,000</b>	<b>885,000</b>		
<b>FOREIGN STUDENTS(US \$)</b>	<b>985</b>	<b>885</b>	<b>885</b>		
2nd INSTALMENT	Tuition Fees	600,000	500,000	500,000	<b>21<sup>st</sup>, August</b>
	<b>Other Contributions</b>				
	Registration Fees	10,000	10,000	10,000	
	Caution money	50,000	50,000	50,000	

Field supervision	50,000	50,000	50,000	<b>2023</b>
Student Welfare Contribution	20,000	20,000	20,000	
<b>Total</b>	<b>730,000</b>	<b>630,000</b>	<b>630,000</b>	
<b>FOREIGN STUDENTS(US \$)</b>	<b>730</b>	<b>630</b>	<b>630</b>	
<b>GT. (TZS)</b>	<b>1,715,000</b>	<b>1,515,000</b>	<b>1,515,000</b>	
<b>GT. USD</b>	<b>1,715</b>	<b>1,515</b>	<b>1,515</b>	

**iii. Heavy Duty Equipment Mechanics (Short Courses)**

Direct Cost Payable to the Institute	Beginner course (2 months)	Intermediate course (2 months)	Advance course (2 months)	Refresher course (2 weeks)	Basic driving (4 weeks)
Form and Registration	10,000/=	10,000/=	10,000/=	10,000/=	10,000/=
Tuition Fee(s)	620,000/=	640,000/=	700,000/=	1,200,000/=	200,000/=
Stationary	20,000/=	20,000/=	20,000/=	20,000/=	20,000/=
<b>Total</b>	<b>650,000/=</b>	<b>670,000/=</b>	<b>730,000/=</b>	<b>1,230,000/=</b>	<b>230,000/=</b>

**II. Mode of Payments**

The tuition fee can be paid into phases, the first phase **60% of tuition fee(s) plus other fee(s)** this must be paid before registration and the remaining **40%** will be paid after 30 days for short courses applicants and for the long courses **60% of tuition fee(s) plus other fee(s)** must be paid before registration and the remaining **40%** should be paid during the start of the second term. However, the institution encourages the students to pay the whole fee before starting their training to avoid some inconveniences.

**III. Hostel Services**

- i. Hostel 80,000/= per month paid for two months (Excluding meals).
- ii. Hostel for long courses students is 600,000/= per academic year (Excluding meals).
- iii. Hostel for 6 months course is 300,000/= (Excluding meals).
- iv. Payments for **Hostel Services** should be made to service providers

**IV. Entry Requirements**

**A. Entry Requirement for Short courses**

Applicant should be;

- i. Above 18 years old
- ii. Standard seven leaver and above
- iii. Possess valid driving license (at least D class)
- iv. Good healthy (especially eyesight)

**B. Entry Requirement for Long courses (level I)**

- i. Should have obtained “O” Level secondary education and above

**C. Entry Requirement for Computer courses**

- i. Standard seven leaver and above with English language and mathematics skills.
- ii. Should have obtained “O” Level secondary education and above