



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
LIVESTOCK TRAINING AGENCY (LITA)
MADABA CAMPUS



When replying, please quote:

Ref. No.: **GA.286/352/01/144**

Dear Candidate, Mr./Ms.

**Re: JOINING INSTRUCTIONS FOR BOARDING/DAY STUDENTS FOR THE ACADEMIC
YEAR 2026/2027**

1. I am glad to inform you that you have been selected to study at the Livestock Training Agency (LITA) - Madaba Campus for **NTA LEVELS 4-6** courses that will lead to ***an Ordinary Diploma in Animal Health and Production***.

2. **Please take note of the following instructions:**

(a) Date of Arrival:

The academic calendar for Semester One will commence on **19th October, 2026**. All selected students are required to report to Madaba campus on this date. Orientation week will run from **19th to 23rd October, 2026**. All selected students are required to report and register within TWO (02) weeks from the official commencement date of the studies. Failure to report within the prescribed period, you will not be accepted for registration.

(b) Travel arrangements:

You are responsible for covering all logistics of your travel expenses to and from the campus.

(c) Location of the Campus

The campus is at Madaba District Council, Ruvuma region (Southern Zone), approximately 117 kilometers from Songea town and about 15 km from the junction of Songea-Njombe trunker road, literary known as Pachani stand. Students travelling to Madaba Campus should first reach Pachani stand, then proceed to the Campus by local means of transport via Madaba Town.

(d) Fees and Payment

Tuition and accommodation fee payment

The table below provides the detailed fee structure for the academic year 2026/2027. Please review the fee structure carefully before effecting any payment. Tuition and accommodation fees **MUST** be paid in the respective semester through the LITA account using the Government Electronic Payment Gateway (GePG) system, along with a CONTROL NUMBER issued by the LITA campus accountant. The proof of payment (payment receipt or bank pay-in slip) must be presented to the campus accountant by the student on arrival at the campus. No cash payments will be accepted. The fee must be paid in two/four installments, as indicated in Table 2 below. No

student shall be registered unless he/she has paid the required fees. Once fees paid will not be refunded.

Table 1: Fee structure for local students

Mode of study	Year of study	Level of Study	Tuition fee	Accommodation fee	Total
Boarding	Year one	NTA Level 4	990,000	122,500	1,112,500
	Year two	NTA Level 5	1,105,000	122,500	1,227,500
	Year three	NTA Level 6	1,105,000	122,500	1,227,500
Day	Year one	NTA Level 4	990,000	-	990,000
	Year two	NTA Level 5	1,105,000	-	1,105,000
	Year three	NTA Level 6	1,105,000	-	1,105,000

NB: The annual tuition fee for foreign students is **750 USD** for NTA Level 4 and **850 USD** for NTA Levels 5 and 6.

Table 2: Tuition Fees Payment Schedule

Mode of study	Year of study	Level of study	PAYMENT INSTALLMENTS				Total
			One - by November	Two - by January	Three - by May	Four - by June	
Boarding	Year one	NTA Level 4	400,000	200,000	400,000	112,500	1,112,500
	Year two	NTA Level 5	400,000	227,500	400,000	200,000	1,227,500
	Year three	NTA Level 6	400,000	227,500	400,000	200,000	1,227,500
Day	Year one	NTA Level 4	400,000	200,000	390,000	-	990,000
	Year two	NTA Level 5	400,000	200,000	400,000	105,000	1,105,000
	Year three	NTA Level 6	400,000	200,000	400,000	105,000	1,105,000

Table 3: Other extra fees compulsory for compliance (MUST be paid in SEMSTER I to the Campus Accountant upon your arrival during registration)

Year of study	Fee Description			Total
	NACTVET Quality Assurance fee (ALL Students)	NACTVET Verification fee (for TAMISEMI and NTA 5 & 6 New students)	NHIF fee (for ALL students who have not been covered by NHIF)	
NTA Level 4	20,000	10,000	50,400	80,400

NTA Level 5	20,000	10,000	50,400	80,400
NTA Level 6	20,000	10,000	50,400	80,400

Table 4: Fees paid directly to the student by the sponsor/parents/guardians

These are indicative fees which sponsors may wish to pay for NTA Levels 4 – 6.

S/N	Direct costs payable to the students in:	Tanzanian (Tshs.)			Foreigners (USD)
		Semester I	Semester II	Sub Total	
1	Meal allowance	1,190,000	1,190,000	2,380,000	5,950
2	Book and stationery allowance	120,000	-	120,000	300
3	Field practical cost (NTA Levels 5&6)	560,000	-	560,000	1400
4	Course requirements	60,000	-	60,000	150
5	Medical Expenses (NHIF)	50,400	-	50,400	126
	Grand Total	1,980,400	1,190,000	3,170,400	8,232

Note that:

- New students from TAMISEMI and those joining at NTA levels 5/6 will be required to pay the NACTVET verification fee of Tsh. 10,000.
- Accommodation spaces at campus hostels are limited for male students. Therefore, each student is required to pay the accommodation fee after securing the accommodation space upon arriving at the campus.
- Estimated direct student costs for meals, stationery, field practicals, course requirements, and medical expenses (Table 4 above) should be paid directly to the student's bank account.
- Students must pay for their daily meals, which the campus provides at a reasonably low cost.
- Students are encouraged to apply for a loan from the Higher Education Students' Loans Board (HESLB).**
- The student shall pay a fee for the certificate and transcript as prescribed by NACTVET/LITA upon completion of the course.
- The tuition fee is non-refundable to students whenever they fail to continue with the course

(a) Health Requirements:

Medical expenses are not covered by LITA. Every student is required to undergo a medical examination before registration. A **medical examination form** is provided with these joining instructions and must be completed by a recognized medical doctor (**Appendix 2**). Each student **MUST** have valid health insurance under the National Health Insurance Fund (NHIF) before reporting to the campus. Students without NHIF coverage must pay Tsh **50,400/=** to campus management for processing their NHIF card, and this payment should not be deposited into the LITA account (Table 3). Health insurance is mandatory for the entire academic year, and students without 50,400/= or a health insurance card will not be registered on any of LITA's campuses.

NB: NIDA ID is required for easy processing of health insurance on arrival at the campus.

(b) Other requirements:

- i. Bedding materials: bed sheets, blankets, pillows, mosquito nets, and pillowcases.
- ii. Sports gears.
- iii. Stationery, i.e., exercise books, pens, pencils, rulers, calculators, etc.
- iv. Six (6) recent passport-size photographs (colored with a blue background) for processing of identity cards and other official uses.
- v. Practical gear: **white gumboots**, overall—dark blue color, white overcoat, stethoscope, thermometer
- vi. Medical examination report with official stamp (from a government hospital only) -

Appendix 2

(c) Accommodation:

The campus provides a room with only a bed and mattress. The student is responsible for addressing other accommodation-related items mentioned in section (f (i)) above. Students are advised to equip themselves with heavy clothing and blankets in case of cold weather. Electrical appliances (heaters, cookers, hair dryers, and irons) are **strictly prohibited in hostels.**

(d) Registration documents:

Each student must present **original documents** (i.e. birth certificate, leaving certificate, academic certificate, and proof of identity (for foreign students)—passport and study permit—at registration; **failure to do so means the student will not be admitted.**

3. Discipline and Regulations

All students must abide professionally and respectfully by the rules and regulations at all times of their studies. Students are required to dress appropriately, attend class regularly, and act responsibly at all times. Students are required to know and strictly observe the almanac, class timetables, examination regulations, library rules, and student by-laws. Misconduct of any kind, such as examination malpractice, possession of illicit drugs or weapons, and activities that are contrary to laws, are strictly prohibited (**Appendix 1**). It is important to note that these regulations are followed to maintain a good learning environment and to help students pursue their studies successfully.

4. Final Note

On behalf of the Agency, I extend a warm welcome to LITA. I am confident that your time at LITA–Madaba Campus will be both productive and rewarding. Should you require any further information or assistance, please do not hesitate to contact us at **+255 766 441 200, +255 765 126 225, and +255 752 304 676..** I wish you a successful study in academic year 2026/2027.

CHIEF EXECUTIVE OFFICER/PRINCIPAL
LIVESTOCK TRAINING AGENCY

Livestock Training Agency – Madaba, P. O. Box 568, Madaba – Songea. Email: lita.madaba@lita.go.tz,
Website <http://www.lita.go.tz>

Appendix 1

Rules & Regulations

2 Lecture and Practical Sessions:

- 2.1 All lectures and practical sessions are compulsory, and punctuality must be observed at all times. It will be up to the student to produce supporting documents in case of tardiness or absenteeism. A student reporting late for lectures or practical sessions will not be allowed to join the ongoing lecture/practical so as to avoid disturbance (refer to disciplinary code and penalties 7.1).
- 2.2 All students must report to the Warden / Matron / Head of student Affairs office on the date of arrival and departure for semester breaks and leave of absence. Students reporting late to the campus without proper reason will have violated this rule and will be reprimanded accordingly.
- 2.3 Each student MUST participate fully in all production activities and any other compulsory activities during his/her stay at the campus.
- 2.4 Each student is expected to fully participate in sports, games, and social activities. It will be the responsibility of the student to take care of and use the borrowed sports gear/games equipment and facilities as expected.
- 2.5 Smoking in public premises is prohibited.
- 2.6 Unnecessary noises are not allowed on the campus premises.
- 2.7 Cleanliness and appropriate clothing must be observed at all times.
Inappropriate clothing includes the following:
 - Sandals / slippers,
 - Boots worn in an inappropriate place
 - Shorts, pants
 - Unbuttoned shirts
 - High and short clothes
 - Tight trousers and dresses
 - Peddo
 - High heel shoes
 - Tight trousers
- 2.8 Cleanliness in and around classroom, dormitories, compounds etc. is the responsibility of students.
- 2.9 Mobile phones should be switched off during theory / practical sessions, while mobile phones and smartwatches are strictly prohibited during examinations.

3 Hostels:

- 3.1 Students are responsible for the cleanliness of the hostels and their surroundings.
- 3.2 Students are not allowed to enter rooms of fellow students of the opposite sex at all times.
- 3.3 Students are strictly prohibited from allowing visitors into their rooms.
- 3.4 Electrical appliances, e.g., TVs, record players, irons, and cooking devices, are not allowed in dormitories.
- 3.5 Musical instruments and the radio can only be used during free time up to 10.00 pm. The volume should be low at all times.
- 3.6 Intoxicating drinks/drugs and weapons are prohibited.
- 3.7 Fittings and installations should not be tampered with and must be left intact.
- 3.8 Boarding students are not allowed to be outside the campus compounds after 7:00 pm during weekdays and 9:00 pm. during weekends and public holidays.

4 General:

- 4.1 Visitors can only be entertained in the students' common room/entertainment areas up to 6.00 pm within the campus premises.
- 4.2 All students are responsible for the proper care and use of equipment issued during training and any other public property. Examples of misuse include leaving lights or water taps on and damaging government properties like chairs, glass windows, doors, books, bicycles, etc.
- 4.3 Drunken behavior and misuse of drugs are not allowed in the campus premises.
- 4.4 Possession of any drugs and medicines without any valid prescription from a physician is prohibited.
- 4.5 Students will have to seek for permission when leaving the campus for medical or any other matters.
- 4.6 Abusive language, verbal, nonverbal, or written, is prohibited at all times.
- 4.7 Pregnancy during training is not allowed. Pregnant students shall postpone the course for two years and automatically lose the government sponsorship.
- 4.8 Male student responsible for the pregnancy of a female student shall be liable to the same treatment in 4.7 above.

- 4.9 Abortion is not allowed and is a criminal offense.
- 4.10 Sexual harassment, rape, and/or sex torture are criminal offenses.
- 4.11 Fighting and/or causing bodily injury is prohibited and is a criminal offense.
- 4.12 Theft is prohibited and is a criminal offense.
- 4.13 Assault by a student to a staff member or a member of his/her family is prohibited and is a criminal offense.
- 4.14 Staff quarters and staff common rooms are out of bounds to all students at all times unless on specific authorization by the Warden/Matron with exception of student leaders on specific duty.
- 4.15 Any social religious functions and meetings should be channeled through the warden/matron and approved by the campus manager.
- 4.16 Any student who is proved to collaborate with another student in the commitment of the offense or makes conditions for the offense or makes conditions conducive for the offense shall be regarded as having also committed an offense and shall be punished accordingly.
- 4.17 Insubordination is prohibited.
- 4.18 Involvement in riots and unlawful demonstrations is prohibited.
- 4.19 Riots, strikes, and unlawful demonstrations are prohibited, and any student who is proved to be a ringleader shall be liable to severe punishment.

Appendix 2



THE UNITED REPUBLIC OF TANZANIA
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MEDICAL EXAMINATION FORM
(To be completed by a Medical Officer)

PART A: BIODATA

First Name Middle name Surname.....

Age..... Sex Marital Status.....

Home Address: Village Ward

District..... Region

PART B: PERSONAL HISTORY

Is the examinee suffering from any of the following? Indicate Yes or No. If Yes give the results:

1. Tuberculosis	13. Any other serious disorder.....
2. Pneumonia	14. Serious accidents.....
3. Pleurisy	15. Major or Minor Operation.....
4. Asthma.....	16. Malaria/other tropical Diseases.....
5. Rheumatic fever.....	17. Gynecological disorder.....
6. Allergic disorder.....	18. Anemia.....
7. Heart disease.....	19. Skin diseases.....
8. Gastric or duodenal.....	20. Ear, Nose/Throat Disorder.....
9. Recurrent indigestion	21. Eye disorder
10. Jaundice.....	22. Psychiatric
11. Dysentery.....	23. Deformity
12. Epilepsy	24. Varicose Veins.....
	25. Diabetes.....

PART C: PHYSICAL EXAMINATION

Height..... Weight BP:
/.....

HB: RBG: Cardiovascular System:
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Urine Analysis:

Stool analysis: Special emphasis on Hookworm or Bilharzia

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a) Neutrophils c) Basophils e)
Monocytes.....

b) Eosinophils d) Lymphocytes f)
ESR.....

Serology: Widal test VDRL
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Pregnancy Test (Female only) Hepatitis B:
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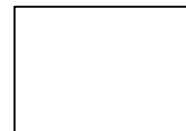
PART D: CONCLUSION

I have examined the above and consider *her/him physically fit/unfit for studies at the Livestock Training Agency

Name of the Medical Officer Signature

Designation.....

Official stamp



Date.....

Station.....