

ST. JOSEPH'S COLLEGE

THE INSTITUTE OF BUSINESS AND MANAGEMENT

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A NACTE FULL REGISTERED COLLEGE (REG/BMG/046)

This form should be completed using Block letters and returned to The Admission office

WARNING

It should be noted that it is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificate or any other such information shall not be considered and appropriate legal action will be taken against them.

SECTION I: PERSONAL DETAILS

SURNAME..... OTHER NAME(S).....

GENDER.....MARITAL STATUS.....

TRIBAL.....RELIGION.....

PERMANENT ADDRESS.....

.....
.....

TELEPHONE NUMBER.....

E-Mail Address.....

DATE OF BIRTH.....

PLACE OF BIRTH.....

NATIONALITY.....

CONTACT PERSON (During Emergency).....

RELATIONSHIP.....

TELEPHONE NUMBER.....

Do you have any kind of disability? Yes.....No.....

If yes, please mention the kind of disability you have.....

SECTION II:

EDUCATION BACKGROUND

Primary School.....

Year of Graduation.....

CERTIFICATE OF SECONDARY EDUCATION

School.....

Year of Graduation.....

Division.....

Examination Authority.....

RESULTS

S/N	SUBJECT	GRADE	REMARK
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

ADVANCED CERTIFICATE OF SECONDARY EDUCATION

School.....

Year of Graduation.....

Division.....

Examination Authority.....

RESULTS

1.	SUBJECT	GRADE	REMARK
2.			
3.			
4.			
5.			

Other qualifications, for example CERTIFICATE/DIPLOMA or Equivalent

Institution.....

Year of Graduation.....

Award.....

Award Board.....

**SECTION III:
COURSE APPLIED**

The college provides the following course in both certificate and diploma: please indicate your choice below.

- Business Administration
- Human Resources Management
- Information and Communication Technology (ICT)
- Accountancy
- Records Management
- Procurement & Supply
- Community Development
- Full secretarial course certificate
- Journalism & Mass communication
- Early Childhood Education

COURSE LEVELS:

NTA LEVEL 5 & 6

NTA LEVEL 4

(Indicate the course choice of your preferences)

1st choice

2nd choice

**SECTION IV
SPONSORSHIP AND FEE STRUCTURE**

Indicate the type of sponsorship for your studies (Please tick one)

Government Institution Private

Give details of your sponsor (s) and the letter of commitment (where applicable)

FULL NAME	JOB	ADDRESS	TEL. NO	RELATIONSHIP

FEE STRUCTURE:

S/N	PROGRAMME	PROGRAMME DURATION	TUITION FEE	INSTALMENTS			
				1 st semester	2 nd semester	3 rd semester	4 th semester
1.	NTA LEVEL 5 & 6	2 years	2,000,000	500,000	500,000	500,000	500,000
2.	NTA LEVEL 4	1 year	1,000,000	500,000	500,000		

HOSTEL: Hostel fee is **300,000/=** per year, where by a student must pay prior, the half of the total money. NOTE: The hostel fee doesn't cover the meals expenses.

GRADUATION FEE: 50,000/=

NACTE: NTA LEVEL 5 & 6: 30,000/=

NTA LEVEL 4: 15,000/=

APPLICATION FORM ATTACHMENTS

The following particulars must be attached with your applications (If application is to be considered)

1. One well filled application form.
2. Four coloured passport size
3. One copy of O' Level/ A 'Level certificate or equivalent qualifications
4. Original receipt indicates a **20,000/=** non-refundable application fee OR a **Pay in Slip** deposited to St. College Account number **3300887011 KCB BANK**

SECTION V:

STUDENT DECLARATIONS

I declare that all information given in this form is collect and ready to take any obligation regarding false information whatsoever

Signature of the applicant..... Date.....

FOR OFFICE USE ONLY

Application form has been received by the Admission officer.

Name of the officer *online application form*

Signature

Comments by Admission Officer.

GENERAL INSTRUCTIONS

1. TUITION FEES

- i. All students are supposed to deposit their tuition fees and Hostel fees one week before the date of opening the college to **ST. JOSEPH'S COLLEGE** Account number **3300887011 KCB** and submit their respective **Pay in slips** to the college BURSAR right after arrival at the college.
- ii. For students enrolled for the Ordinary Diploma (NTA LEVEL 5) programme the tuition Fee is **1,000,000/=** per year. Admission will only be secured after a student has paid at least Tshs. **500,000/=**
- iii. For students enrolled for the Basic Technician Certificate (NTA LEVEL 4) the tuition fee is **Tshs 1,000,000/=** per year. Admission will only be secured after student has paid at least Tshs. **500,000/=**
- iv. All students are supposed to pay Tshs. **50,000/=** for the **GRADUATION FEE and Tsh 15,000/=** as **NACTE fees per year**
- v. **A4 Paper One Ream**

OTHER REQUIREMENTS

In addition to the tuition fees as prescribe in paragraph 1 above, on the registration day every student shall make the following payments direct to the cashier and obtain receipt:

a) **College T-shirt Tsh. 15,000/= payable in cash at accountant office**

b) **Hostel is available in request.**

Student that requires this facility must inform the College soon after receiving their admission letter in order to secure a chance. Hostel expenses is **Tshs.150,000/** per semester (Account No. **3300887011 KCB BANK**)

N:B: That amount does not cover meal allowance.

(a) During registration, all students shall be required to produce their original academic certificate OR transcripts for verification purposes.

NOTE: The College reserves the right of admission and the right to vary the fees and other payments at any time