

APPLICATION FORM 2017/2018

**CERTIFICATE AND DIPLOMA IN RECORD, ARCHIVES AND INFORMATION MANAGEMENT,
COMMUNITY DEVELOPMENT , ACCOUNTANCY , PROCUREMENT AND SUPPLY CHAIN MANAGEMENT .**

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| Address : "Tusaale BPC ." 0754041510/ 0715041510 Email:tusaalechuo@gmail.com Website. www.tusaale.ac.tz |  | Tusaale Business and Planning College P.O.BOX . 336 MAFINGA: 1/05/2017 |
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1. INSTRUCTIONS TO APPLICANTS

1.1 Completion of the Form

Read this application form carefully before filling it.

This form has to be completed using BLOCK CAPITAL LETTERS and be returned to the college by hand or by the following Address **TUSAALE BUSSINES AND PLANNING COLLEGE , P.O. BOX 336 , MAFINGA.**

1.2 Document to be enclosed with

Complete filled application form with the following documents

1. Birth certificate.
2. Certificate/certificates for secondary school education both form IV or VI if you have.
3. Two recent colored passport size photo
4. Other certificate (NTAs level IV or V) and transcripts

Application fee Tshs. 10,000/=(Cash) non refundable.

1.3 CONTACT ADDRESS FOR EQUIRES :- 0754-041510, 0715-041510, 0784-041510 OR 0625-683768

2. PERSONAL RECORDS

2.1 First name.....Surnames.....Other name.....

2.2 Date Of Birth Village Of Birth.....District region...

2.3 Sex (female / male).....

2.4 Postal Address

2.5 Email address.....mobile phone number

3. PROPOSED COURSE OF STUDY

| 3.1 None degree program (tick the appropriate course) you want to study | |
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| Tusaale Business and Planning College (TBPC) | |
| 1. Certificate In Early Childhood Care And Primary Education . | |
| 2. Certificate In Community Development | |
| 3. Certificate In Records ,Archives And Information Management | |
| 4. Certificate In Accountancy | |
| 5. Certificate In Procurement And Supply Chain Management | |
| 6. Diploma In Early Childhood Care And Primary Education . | |
| 7. Diploma In Community Development | |
| 8. Diploma In Records ,Archives And Information Management | |
| 9. Diploma In Accountancy | |
| 10. Diploma In Procurement And Supply Chain Management | |

ADMISSION REQUIREMENTS 2017/2018

CERTIFICATE :- Holders of certificate of secondary school Education Examination (CSEE) with Four (4) passes (From D-A) in none religion subjects.

DIPLOMA :- Holders of certificate of secondary school Education Examination (CSEE) with Four(4) passes(From D-A) in none religion subjects with Basic certificate (NTA L.4).

4. ACADEMIC QUALIFICATIONS

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|--|--------------|------------------------------|--|--|
| 4.1 SECONDARY SCHOOL QUALIFICATIONS | | | | |
| CERTIFICATE OF SECONDARY EDUCATION | | | | |
| School Name | | | | |
| Index number | | | | |
| Year graduation | | | | |
| Division | | | | |
| Subject passed 'O' level | | | | |
| Subject | Grade | | | |
| <u>1</u> | | | | |
| <u>2</u> | | | | |
| <u>3</u> | | | | |
| <u>4</u> | | | | |
| <u>5</u> | | | | |
| <u>6</u> | | | | |
| <u>7</u> | | | | |
| 4.2 POST SECONDARY SCHOOL QUALIFICATION | | | | |
| Certificate course | | <u>Diploma course</u> | | |
| <u>College name</u> | | <u>College name</u> | | |
| <u>Index number</u> | | <u>Index number</u> | | |
| <u>Year of graduation</u> | | <u>Year of graduation</u> | | |
| <u>Grade / class</u> | | <u>Grade / class</u> | | |

TUSAALE BUSINESS AND PLANNING COLLEGE

CERTIFICATE AND DIPLOMA IN RECORD, ARCHIVES AND INFORMATION MANAGEMENT,
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Dear

P.O.BOX.....

Re: **ADMISSION FOR CERTIFICATE IN**
2017/2018

I am pleased to inform you that you have been selected to above mention program for academic year 2017/2018

You are expected to arrive college after receiving this letter from 15 May on ward . the deadline for reporting will be 7st July 2017 after that date no candidate will be registered.

When you arrival at the college, please bring with the following items.

1. Original certificate or result slip, and birth certificate
2. Course fees 250,000/=(current annual fee is 960,000/=) note that fees will change any time without notice. You will pay that amount 4 times (250,000/=,250,000/=250,000/= 210,000/=)
3. Other expenses NACTE registration fee 25,000/=,NACTE quality assurance 15,000/= T-shirt 15,000/=, emergence 20,000/=, Identity card 5,000/=
4. Student union association 10,000/=
5. A4 paper Ream, only one per year .
6. Accommodation come with mattress 2.5x6 and 2 bed sheet light blue color
7. Shamba dress truck soot light blue, complete hoe and plastic bucket 10 liters size
8. **Student have to incur costs for meal, medical needs , books, stationary and practical work.**

Registration will only be made to candidate who meet all requirements(1-6) the college is not responsible for students' transport . however selected candidates must stay in Hostel which are located within the campus and around the college. Therefore a student in need of accommodation arrangement will see dean of student ,Matron and Patron by filling the hostel Form

Student are strong advised to bring attires that are acceptable based on the government dressing code disciplinary action will be taken(including suspension or discontinuation from studies) for students who will violate the regulation.

I take this opportunity to congratulate you and wish you a successful study at Tusaale Business and Planning college.

Fees and other expenses should be paid through NMB Account number **60210019830** name of Account is **TUSAALE TEACHERS COLLEGE**

We look forward to meet you .

TAIFA LANGSON MALAMBUGHI
DIRECTOR