

# TABORA (E.A) POLYTECHNIC COLLEGE

Web:[www.musomautalii.ac.tz](http://www.musomautalii.ac.tz)

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“NACTE”FULL REGISTRATION

NO:REG/ANE/034

## APPLICATION FORM 10000/=

(Please fill this form in BLOCK LETTERS ONLY)

### PART A: PERSONAL INFORMATION

1. First name ..... Middle Name .....  
Surname .....(as indicated in your CSEE )
2. Gender: .....Date of Birth .....Place of Birth.....  
Region ..... Nationality .....
3. Mailing Address /Area of residence:  
P.O BOX.....Town/City.....District.....Region.....  
Country .....\*Phone number(s)...../  
\*E-mail.....
- 4.Next of kin /guardian:  
( i) Full Name.....(ii) Region.....  
(iii) District..... (iv) Mobile number...../.....
5. Applicant's details: \*  
(i) Current working place :.....(school)  
(ii)Position/Title.....  
(iii)Region..... District/Council.....ward.....  
(iii ) Number of years.....(from first appointment)

**PART B: EDUCATION BACKGROUND:**

**7. Education and professional background (attach certificate copies)**

Level of Education	Award	Year completed	Index number	Examination center

**8. College / Institution attended**

Name of College	Applicant 's Index number	Year completed	Course attended	Award

**9. DECLARATION**

I certify that the information provided above is true and complete in all aspects and I agree that retains the right to nullify my admission if the information provided is found to be incorrect.

Name.....signature.....

Date.....

## **10. ATTACHMENTS TO THE APPLICATION FORM**

- a) Copies of Certificate(s) of Secondary Education Examinations.
- b) Copies of Professional Qualifications (Teaching profession)

\*All non-Tanzanian certificates should be certified by NECTA or TCU before submitting for application.

Successful applicants shall be required to bring their original certificates for verification at the time of registration. Scan all pages of your application form and its attachments if your application is through email.

### **PART C: ADMISSION REQUIREMENTS FOR:**

#### **DIPLOMA IN EDUCATION MANAGEMENT AND ADMINISTRATION – DEMA**

The National Technical Award (NTA) Level 5 curriculum is a pre-requisite for the Ordinary Diploma programmer.

It is open to holders of:

Certificate of Secondary Education Examination (CSEE) with a minimum of four passes at “D” grade (excluding religious subjects) and a Grade A Teacher Certificate.

(b) A holder of an Advanced Certificate in Secondary Education Examination (ACSEE) .

(c) National Technical Award (NTA) Level 4 qualification in Education Leadership, Management and Administration.

(d) Ordinary Diploma in Education. (Diploma in Early childhood Education or Diploma in primary Education or Diploma in secondary Education).

**JOINING INSTRUCTIONS FOR DIPLOMA IN EDUCATION MANAGEMENT AND ADMINISTRATION (DEMA).**

Dear.....

It is our pleasure to inform you that, you have been selected to report on the..... for a Diploma course in EDUCATION MANAGEMENT AND ADMINISTRATION (EDMA) which is to start on ..... SEPT/2023 at Tabora Polytechnic College.

Upon registration, the applicant should consider the following:

1. Our tuition fees DONOT include HOSTEL (accommodation) and MEALS. (food), as those are separately paid for by the student at will.

Tuition fees once paid are neither refundable nor transferable to a third party in case the student breaks the contract. However, fifty percent (50%) of the semester tuition paid may be refunded by if the student informs the college principal with in the first week of the new beginning semester/academic year.

2.Passport size photographs taken with the past three months.

3.Hostel students will report with a 3 x 6ft mattress, 2buckets, plus 1 rim of duplicating paper A 4.

4.Applicants should report with photocopies of their academic documents plus originals upon admission.

5. Students who wish to stay at college hostels should Tshs.120,000/= per year.

6. Students will meet costs of their field work attachments, handouts, photocopies and any other related work.

7.The college uniform is white shirt with long sleeves, a long black skirt for suit (female)/a pair of black trousers for (suit) for males, a black coat, a black tie ,white socks for females , any color other than white ,green and red for males, and black shoes. Female students are NOT allowed to wear high heeled shoes nor open shoes.

NOTE>Your uniforms should maintain the professional dressing code of conduct of Teachers.

## COLLEGE TUITION FEES AND OTHER CONTRIBUTIONS

The college tuition fee is 800,000/= per academic year exclusive of other contributions.

### Other contributions include;

S/N	CONTRIBUTION	Year I
1	Caution Money	80,000/=
2	Admission	30,000/=
3	Student Identity Card	10,000/=
4	College T-shirt	15,000/=
5	Games and Sports	30,000/=
6	Internal Examination	100,000/=
7	NACTE Quality Assurance	15,000/=
8	Students' Council	10,000/=
9	Internal and External Academic Quality Assurance	100,000/=
10	Field Practice Supervision fee to be paid in second year.	100,000/=

All college fees should be paid through the bank:

NMB: A/C **51010064407** NAME TABORA POLYTECHNIC COLLEGE

**OR**

CRDB: A/C **015 061 690 1100** NAME TABORA POLYTECHNIC COLLEGE

MONTH	TUTION FEE	OTHER CONTRIBUTIONS	TOTAL
NOV/2023	100,000.	280,000.	380,000.
JAN/2024	200,000.	100,000.	300,000.
APRIL/2024	300,000.		300,000.
JUNE/2024	200,000.		200,000.

NB: A student can as well pay in installments of Tshs.100,000. per month after paying all other contributions.

You're warmly welcome once again to TABORA POLYTECHNIC COLLEGE.

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COLLEGE PRINCIPAL