



TABORA POLYTECHNIC COLLEGE (TPC)

P.O BOX 1764, TABORA- TANZANIA

Website: www.taborapolytechnic.ac.tz

E-mail: taborapolytechnic@yahoo.com

Simu: +255754 366331

+255782 366331

JOINING INSTRUCTIONS FOR DIPLOMA IN EDUCATION MANAGEMENT AND ADMINISTRATION SEPTEMBER 2024/2025.

It is our pleasure to inform you that you have been selected to report on the **26TH AUGUST 2024** to pursue **ORDINARY DIPLOMA IN EDUCATION MANAGEMENT AND ADMINISTRATION (EDMA)** at **TABORA POLYTECHNIC COLLEGE**.

Upon registration, the applicant should consider the following:

1. Our tuition fees DONOT include HOSTEL (accommodation) and MEALS (Food), those are separately cost paid by student to the service provider. Tuition fees once paid are neither refundable nor transferable to a third party in case the student breaks the contract.
2. Copies of Certificate(s) of Secondary Education Examinations.
3. Copies of Professional Qualifications (Teaching profession)

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

4. Selected applicants shall be required to bring their original certificates for verification at the time of registration.
5. Passport size photographs taken within the past three months.
6. Students who wish to stay at college hostels should Tshs.120, 000/= per year and they are supposed to report with a 3 x 6ft mattress, 2buckets
7. Students will meet costs of their field work attachments, handouts, photocopies and any other related work.

8. The college uniform

Female: Long sleeve white shirt, Black suit, black tie, white socks and black shoes. Female students are NOT ALLOWED to wear high heeled shoes nor open shoes.

Male: Long sleeve white shirt, black suit, black tie, and black 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

S/N	CONTRIBUTION	Year I
1.	Caution Money	80,000/=
2.	Registration	30,000/=
3.	Student Identity Card	10,000/=
4.	College T-shirt	16,000/=
5.	Sports and Games	20,000/=
6.	Internal Examination	100,000/=
7.	NACT VET Quality Assurance	15,000/=
8.	Students' Council	10,000/=
9.	Internal and External Academic Quality Assurance	100,000/=
10.	Field Practice Supervision (<i>fee to be paid in second year.</i>)	100,000/=

All college fees should be paid through **Control Number**. For further assistance on how to **get or generate control number contact the number below +255 753 222 266**



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FEES STRUCTURE ACADEMIC YEAR SEPTEMBER 2024/2025

Duration	Amount				Total
	Fees	Contribution	Hostel	Insurance	
FIRST SEMESTER					
OCTOBER 2024	100,000/=	381,000/=	30,000/=	50,400	486,400/=
DECEMBER 2024	300,000/=	-----	30,000/=		330,000/=
SECOND SEMESTER					
MARCH 2025	300,000/=	-----	30,000/=		330,000/=
MAY 2025	100,000/=	-----	30,000/=		130,000/=

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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**

Mudimi

MUDIMI J., A
FOR COLLEGE PRINCIPAL

