TABORA (E.A) POLYTECHNIC COLLEGE

Web: www.taborapolytechnic.ac.tzE-mail: taborapolytechnic@yahoo.com

MOB: 0766 888 822
0754 366 331

"NACTE"FULL REGISTRATION NO: REG/ANE/034

APPLICATION FORM – 10,000/=

APPLICATION FORM FOR EDUCATION MANAGEMENT AND ADMINISTRATION (DEMA)

(*Please fill information in* BLOCK LETTERS ONLY)

1.0 STUDENT PARTICULARS.

First Name……..Middle……..Surname……

(Note: The names entered in this form must be exactly the same as those appearing on your form IV or VI certificate to be used for admission.)

Full Address……Mobile No……

E-mail:……Area of residence……

District……Region……

Marital status……Date of birth……

Place of birth……Gender……

2.0 NEST OF KIN/GUARDIAN PARTICULARS.

First Name……..Middle……..Surname……

Full Address……Mobile No……

Relationship (Father/Mother)……Area of residence……

District……Region……

3.0 APPLICANT DETAILS

(i) Current working place (school):……

(ii)Position/Title……

(iii)Region:……District/Council……ward……

(iii) Number of years from first appointment……

4.0 EDUCATION BACKGROUND

a) Secondary Education background (attach certificate copies)

Level of Education	Name of School	Index Number	Year Completed
O-LEVEL			
A-LEVEL			

b) College / Institution attended

Name of College	Registration number	Year completed	Course attended	Award

5.0 COURSE OFFERED

REF:	LIST OF COURSES	DURATION	FEES PER YEAR
1	Ordinary Diploma in Education Management And Administration	Two years	800,000/=

NB: Tuition fees may be paid in full or in four installments per academic year.

Name of the course selected ……

5.1 ATTACHMENTS TO THE APPLICATION

a) Copies of Certificate(s) of Secondary Education Examinations.

b) Copies of Professional Qualifications (Teaching profession)

NB: *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.*

5.2 PREFERED MODE OF TRAINING (Tick (√) as Appropriate)

HOSTEL	OFF CAMPUS	DISTANCE LEARNING

6.0 ADMISSION REQUIREMENTS FOR DIPLOMA IN EDUCATION MANAGEMENT AND ADMINISTRATION – DEMA

a) Holders of Certificate of Secondary Education Examination (CSEE) with a minimum of four passes at "D" grade 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)

7.0 APPLICANT'S DECLARATION.

I certify that the particulars furnished in this application form are **true and complete** in all respects and that no relevant information has been withheld.

I understand that **misrepresentation, falsification or withholding** information in regards to this application are **serious offences** that may result in **nullification /denial of registration and or prosecution**.

Applicant's name in full……

Applicant's signature……Date……

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P.O BOX 1764, TABORA CEL: 0754-366331/0766-888822.

INSTRUCTIONS TO APPLICANT

Upon making registration, the applicant will be required to consider the following: -

1. Our Tuition fees **DO NOT** include **HOSTEL** (**Accommodation**) and **MEALS (food)** Expenses, those are separate cost which the student will be required to pay through college accounts and the college will be responsible to pay service providers.
2. **Tuition fees once paid are neither refundable nor transferable to a third party if a student breaks the contract.**
3. 3 Passport size photographs taken not earlier than six months ago.
4. Applicants must attach copies of their relevant certificates to support their details and submit originals when they call for interview or admission.
5. College Hostel is free and those aspire to stay at college hostel should pay Hostel Maintenance fees and other service charges of Tsh 120,000/= Per year.
6. Hostel student are supposed to come with a mattress 3 x 6ft, a Bucket **20** liters.
7. Student will meet their fieldwork attachment / project at their own expenses.
8. Every Student will be required to pay Cash Tshs. **40,000/= for** College uniform at the college.
9. For those who do not have **health insurance** (**Bima ya Afya**) should pay **50,400/=** for National Health Insurance Fund (**NHIF**)
10. **Other contributions**
    i. Tsh. 50,000/= For Caution Money
    ii. Tsh. 16,000/= For college t-shirt
    iii. Tsh. 10,000/= For Identity card
    iv. Tsh. 20,000/= For NACTE Quality Assurance fees.
    v. Tsh. 6,000/= For Student council.
    vi. Tsh. 130,000/= For Examination fees
    vii. Tsh. 30,000/= For Registration fees
    viii. Tsh 150,000/= For Field Supervision Fees
    ix. Tsh. 100,000/= For Internal & External Academic Quality Assurance
    x. Tsh 30,000/= For Ream

The college fees and other contributions should be payable through **Control Numbers**. For further assistance, contact the number below **+255 753 222 266**

We warmly welcome you at our esteemed college once again!!

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FOR PRINCIPAL