

BIHARAMULO COLLEGE OF BUSINESS AND TECHNOLOGY

Mobile: +255 717503057
+255626781203

Mail: bcbtcollege@gmail.com



P.O. Box 36,
Biharamulo,
KAGERA - TANZANIA

NACTE REGISTRATION NUMBER REG/ BTP/121P

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APPLICATION FORM

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 A: Personal particulars

** Please write names as they appear in your academic certificates

Surname:First name:

Middle Name:

Gender: Date of birth:Place of birth.....

Marital status: Permanent Address:

Contact Tel: Email:

Occupation:

Name and address of the person to be notified in case of emergency (Next (Kin)

Name.....Address:

Phone No: Email:

SECTION B: Education background

Name of Primary school

Year of Graduation.....

CERTIFICATE OF SECONDARY EDUCATION (CSEE)

School name

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Year of Graduation.....

Division.....

Examination of number (Example S1835/0007/2021)

ADVANCED CERTIFICATE OF SECONDARY EDUCATION (ACSEE)

School.....

Year of graduation.....

Division

Examination of number (Example S1835/0007/2021)

SECTION C: Course applied

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

- Certificate in Information and Communication Technology
- Certificate in Business Administration
- Diploma in Information and Communication Technology
- Diploma in Business Administration

Indicate the Course choice of your preference Your choice.....

FEE STRUCTURE

S/N	PROGRAM	PROGRAM DURATION	TUITION FEE PER YEAR	INSTALLMENTS	
		NACTE		1st semester	2 nd semester
1	Certificate	1 Year	800,000	400,000	400,000
2	Diploma	2 Years	860,000	500,000	360,000

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SECTION D

OTHER EXPENSES	
Cautious Money	10000
Identity Card	10000
Assessment and Examination Fee	50000
Stationery	20000
Student Organization	10000
Graduation fee	100000
Application form	10000
Registration fee (NACTE)	20000
NACTE Quality Assurance Fees	20000

Item	Shillings (Tshs)	1st semester	2nd semester
Hostel fees per year	315,000/=	157,500/	157,500/

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. Two colored passport size
3. One copy of O' level/A 'level certificate or equivalent qualifications

SECTION E: Other Regulations

- i) This form is invalid if application fee is not paid for Tshs. 10,000/=
- ii) All payments should be made before the end of the year of study.

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Note: Application form and Registration form will be paid to account name **BIHARAMULO COLLEGE OF BUSINESS AND TECHNOLOGY** with account Number **0152430871400 CRDB BANK** and submit their respective Pay in slips to the Institute **BURSAR/ACCOUNTANT**.

SECTION F: Student Declaration

I declare that all information given above and enclosed documents are true and genuine to the best of my knowledge and I accept to pay the entire course costs as stipulated in the form.

Signed today by:

Name(Student).....Signature.....Date.....

Witnessed by:

Name (Employer/Sponsor/Parent).....

Address.....Tel. No.....

Signature.....Stamp.....Date.....

FOR OFFICIAL USE ONLY

Students registration number.....

Ream Paper provided (Registrar Signature).....Date.....

Fee paid (Finance/Bursar Approved Signature).....Date.....

Registration approved (Academic/Registrar Signature).....Date.....

Information Confirmations (Principal Signature).....Date.....

GENERAL INSTRUCTIONS

1. All students are supposed to deposit their tuition fees, Application form fee and hostel fees at least two days before the date of opening the Institute to account name

BIHARAMULO COLLEGE OF BUSINESS AND TECHNOLOGY with account

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Number **0152430871400 CRDB BANK** and submit their respective Pay in slips to the Institute **BURSAR/ACCOUNTANT** right after arrival at the Institute.

2. For students enrolled for the certificate programme under NACTE the tuition fee is 800,000/= per year. Admission will only be secured after a student has paid at least Tshs. 400,000/=

3. For students enrolled for the Ordinary Diploma under NACTE the tuition fee is 860,000/= per year. Admission will only be secured after a student has paid at least Tshs. 430,000/=

4. During registration all students shall be required to produce their original academic certificates or transcripts for verification purposes.