

# BIHARAMULO COLLEGE OF BUSINESS AND TECHNOLOGY

Mobile: +255 756783120  
+255626781203

Mail: [bcbtcollege@gmail.com](mailto:bcbtcollege@gmail.com)



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

VET/KGR/PR/2018/C/063

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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.....

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## CERTIFICATE OF SECONDARY EDUCATION (CSEE)

School name .....

Year of Graduation.....

Division.....

Examination of number ( Example S1835/0007/2021 ) .....

### SECTION C: Course applied

The Institute provides the following long course programs in both NVA certificate : please indicate your choice below.

- **Information and Communication Technology (ICT) : NVA Level 1-3**
- **Secretarial Course : NVA Level 1-3**

Indicate the Course choice of your preference your

Choice.....

### ENTRY REQUIREMENTS

Holder of Certificate of Secondary Education Examination (CSEE) with two (2) passes in non religious subjects.

### SECTION D

#### FEE STRUCTURE FOR LONG COURSE PROGRAM AND OTHER EXPENSES

S/N	DESCRIPTION	1ST INTALLMENT	2 ND INSTALLMENT	3 RD INSTALLMENT	4 RD INSTALLMENT
	Tuition fees	150000/=	150000/=	150000/=	150000/=
	Registration Fee	10,000/=	-		-
	Caution Money	20,000/=	-		-
	Medical Insurance(NHIF)	50,400/=	-		-

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Identity Card	10,000/=	-	-	
Assessment and Examination Fee	50,000/=	-	-	
Stationery	20,000/=	-	-	
Library membership Fee	15,000/=	-	-	
Student Organization	10,000/=	-	-	
Graduation fee	100,000/=	-	-	
NACTE Quality Assurance Fees	20,000/=	-	-	

## ENTRY REQUIREMENTS

Holder of Certificate of Secondary Education Examination (CSEE)

Hostel fees per year

Shillings (Tshs)	1ST INTALLMENT	2 ND INSTALLMENT	3 RD INSTALLMENT	4th INSTALLMENT
300,000/=	75,000/=	75000/=	75000/=	75000/=

## 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 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

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**BIHARAMULO COLLEGE OF BUSINESS AND TECHNOLOGY** with account 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 VETA the tuition fee is 800,000/= per year. Admission will only be secured after a student has paid at least Tshs. 400,000/=

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