



MSIMBAZI CENTRE TRAINING INSTITUTE

P.O. BOX 2428 - DAR ES SALAAM TANZANIA

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E-mail : mctinstitute1962@gmail.com

STUDENT'S APPLICATION FORM

Please provide all the necessary information and read the important notice at the end of this form. You are also required to submit copies of relevant academic certificates with this application form.

TWO PASSPORT
PHOTOGRAPHS

1. APPLICANT'S DETAILS:

Surname: _____ First name: _____

Middle name: _____

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

Gender: _____

Date of Birth (Day): _____ (Month): _____ (Year): _____

Marital Status: _____

Permanent Address: _____

Contact Tel: _____ E-Mail: _____

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

Address: _____

Telephone number: _____ Email address: _____

Relationship: _____

2. COURSE: BUSINESS OPERATIONS ASSISTANT

FULL TIME COURSE:

Course level (Certificate) -----

3. TYPE OF SPONSORSHIP:

Government Private

Other (Please specify) -----

Name, address and telephone number of the sponsor

Do you have any physical or communication disabilities?

Yes. No

If yes, please provide details below;

Note: Information about your disability will not jeopardize your chances of being selected

Have you ever been convicted of a Criminal Offence?

Yes. No.

If yes, please provide details below;

4. EDUCATION BACKGROUND:

| LEVEL | DURATION From - To | SCHOOL/COLLEGE/ UNIVERSITY | AWARD RECEIVED |
|------------|-----------------------|-------------------------------|----------------|
| UNIVERSITY | | | |
| COLLEGE | | | |
| A - LEVEL | | | |
| O - LEVEL | | | |
| PRIMARY | | | |

5. STRUCTURE FOR CERTIFICATE PROGRAMME

BUSINESS OPERATIONS ASSISTANT (BOA):

2 YEARS

FIRST YEAR

| FEES COMPONENT | 1st SEMESTER | 2nd SEMESTER | GRAND TOTAL |
|-----------------------|--------------------------------|--------------------------------|--------------------|
| Tuition Fee | 360,000.00 | 360,000.00 | |
| CBA Examination Fee | | 30,000.00 | |
| MCTISO Contribution | 20,000.00 | | |
| Identity Card | 10,000.00 | | |
| Stationery Cost | 30,000.00 | 30,000.00 | |
| Total | 420,000.00 | 420,000.00 | 840,000.00 |

SECOND YEAR

| FEES COMPONENT | 1st SEMESTER | 2nd SEMESTER | GRAND TOTAL |
|-----------------------|--------------------------------|--------------------------------|--------------------|
| Tuition Fee | 360,000.00 | 360,000.00 | |
| CBA Examination Fee | | 35,000.00 | |
| Stationery Cost | 30,000.00 | | |
| Graduation Cost | 50,000.00 | | |
| Total | 475,000.00 | 360,000.00 | 835,000.00 |

PAYMENT DETAILS:

- 1. Bank Name:** Mkombozi Commercial Bank
- 2. Name of Account:** Msimbazi Centre
- 3. Account Number:** 00221700850001

IMPORTANT NOTES:

1. Affix your photograph taken recently.
2. Attach an academic certificate, result slip and birth certificate.
3. The application Form should be sent to your first priority to the address above with a non-refundable fee of Tshs. 10,000 /=-.
4. Tuition fees once paid cannot be refunded or transferred under any circumstances.

6. APPLICANT'S DECLARATION:

I declare that all information given are true and correct, and accept all the terms and conditions, ready to follow all the rules and regulations as per institute's policy.

Applicant's signature: _____ Date: ____/____/20____

**THE MANAGEMENT OF MSIMBAZI CENTRE TRAINING INSTITUTE,
WARMLY WELCOME YOU TO ENJOY THE SPIRIT OF BUSINESS AND
TECHNOLOGY EDUCATION AND TRAINING.**

FOR OFFICIAL USE ONLY

| | |
|----------------------------------|--|
| Date of receipt | |
| Application fees receipt no. | |
| Amount | |
| Received by (Name and Signature) | |