



KIBAHA INSTITUTE OF BUSINESS
PO. Box 30836, Kibaha Township, Pwani Region, Tanzania.
Phone: +255 737 568 585 / 766 568584
Email: info@kib.ac.tz. Website: www.kib.ac.tz

Passport size
photo

APPLICATION FORM

A: PERSONAL DETAILS (To be filled by applicant)

Name	First	Middle	Surname

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

Date of Birth		Place of Birth	
Sex	Male		Female
Marital Status	Single	Married	Separated
Nationality			
Religion			
Allergies / Physical Disabilities			
Contact Address			
Mobile Number			

B: EDUCATION BACKGROUND

LEVEL OF EDUCATION	Name of latest School / College attended	Examination Identification		Award Attained	Category (Class / Division)
		Index/Exam Number	Year Completed		
Collage					
Advance Level ACSEE					
Secondary school - CSEE					
Primary school					

C: COURSE OPTIONS:

Course level	Course name	Duration (years)	Regulating Authority	Tick your selection ()	Intake March/Sept	Year
Diploma (NTA 5 & 6)	Ordinary Diploma in Business Administration	2	NACTVET			
Certificate (NT4)	Basic Technician Certificate in Business Administration	1	NACTVET			
Certificate (NT3)	Business Operation Assistant	2	VETA			

D: MODE OF SPONSORSHIP:

Applicants may apply for the course under self-sponsorship or others.

Tick the applicable option:

Tick as applicable	Sponsorship type
	Self-sponsored
	Government
	Others (specify)

Name and address of sponsor

.....

Sponsor's Signature and Official Stamp (if applicable)

.....

F: PARENT'S / GUARDIAN'S / SPONSOR'S DECLARATION

Name of Parent / Guardian / Sponsor	
Contact address	
Phone number	
E-mail address	
Occupation	

I certify that the information given above is correct and I support him / her to pursue the course selected.

Signature Date

G: ACCOMODATION (Indicate if you want the Institute to assist in securing accommodation)

Yes		No	
------------	--	-----------	--

Note: The institute can guide/advise students on where they may secure accommodation services but will not assume any further responsibility.

H: APPLICANT'S DECLARATION

I do affirm and declare that information given in this application for admission is true and correct to the best of my knowledge. I do understand that any wrong information may result in the cancellation of my admission and registration with Kibaha Institute of Business (KiB), also declare that once admitted at KiB, I shall observe all Institute rules, regulations and directives.

Applicant's Signature..... Date.....

Required Attachments:

Please attach the following documents to this form when returning it.

- i. Four passport size photos (Blue Background)
- ii. A copy of academic transcripts/certificate or Form IV or Form VI results Slip
- iii. A copy of birth certificate.

ENTRY QUALIFICATIONS:

Candidates for NACTE courses should have attained Certificates of Secondary Education Examination (CSEE) with a minimum of 4 passes excluding religion-based subjects. Candidates for the Diploma programme should have at least one principal pass and a 2 subsidiary at Advanced Certificate Secondary Education Examination (ACSEE) or a Basic Technician Certificate (NTA4) in a related field.

FEES STRUCTURE

The fees per academic year is as shown in the table, fees must be paid as per the pay structure.

PROGRAMM		BASIC CERTIFICATE IN BUSINESS ADMINISTRATION (NTA 4)	ORDINARY DIPLOMA IN BUSINESS ADMINISTRATION (NTA 5&6)
NO	COST CATEGORY	AMOUNT IN TSHS	AMOUNT IN TSHS
1	Academic fees		
	Tuition fees: payable in two installments First installment 450,000/= second installment 400,000/=	850,000/=	1,000,000/=
2	Administrative fees		
	Registration fee (covering student application and ID)	20,000/=	20,000/=
	Emergency/caution money	20,000/=	20,000/=
	NACTE Verification fees	20,000/=	20,000/=
	NACTE Admission fees	10,000/=	10,000/=
	NACTE Examination fee	50,000/=	50,000/=
	Medical fee/NHIF (Where applicable)	50,400/=	50,400/=
	Accommodation fee (Payable in three equal installment that is 100,000 per installment)	300,000/=	300,000/=

Please note the following:

- The Institute provides no meals. However, the Institute has arranged for food to be available under direct purchase at the canteen/cafeteria
- All payments are non-refundable, except caution money which is refundable at the end of studies
- Tuition can be paid in two installments as indicated.
- All payments should be made to the following Account: Account Name: Kibaha Institute of Business Ltd Account No: 21210035111 Bank: NMB Bank.
- Evidence of payments/Pay slips must be provided during the admission process otherwise the student will not be admitted.