



**NOTE: JOINING INSTRUCTIONS/MAELEKEZO YA KUJIUNGA**

1. Fees can be paid by installments but you will not not be allowed to sit for examinations before completion of fees. *Ada inaweza ikalipwa kwa awamu, lakini hautaruhusiwa kufanya mtihani bila kukamilisha ada.*
2. Fees can be paid at the college or through **CRDB** account number **0150249168500**. Account name **UNIVERSAL COLLEGE OF AFRICA**. *Unaweza ukalipia ada kupitia akaunti ya chuo ya CRDB au chuoni.*
3. Fees once paid are not refundable or interchangeable. *Ada ikishilipwa hairudishwi wala kubadilishiwa mwanafunzi mwingine.*
4. Fees do not inclue practical, field fees and stationeries. *Ada haijumlishi malipo ya mazoezi wala vitabu na karatasi.*
5. On registration, bring original and photocopies of your academic certificates aswell as three passport size photographs. *Siku ya kusajiliwa, njoo na nakala zako za vyeti na picha tatu za paspoti.*

Name of parent/Guardian:.....

State relationship: .....

His/her telephone No.: .....

His/her occupation: .....

Statement by Student:

I hereby certify that the foregoing information I have given is correct to the best of my knowledge.

Date.....

Signature.....

Please find the fees structure for the various courses offered in the college as well as other charges:

Name of course	Fees per semester/stage			Total fees
	NVA 1	NVA 2	NVA 3	
Business Administration <b>Duration: 2 years</b>	500, 000	500, 000	500, 000	<b>1, 500, 000</b>
Information, Communication and Technology (ICT) <b>Duration: 1 year</b>	500, 000	500, 000		<b>1, 000, 000</b>
Full secretarial Course <b>Duration: 1 ½ years</b>	550, 000	500, 000	500, 000	<b>1, 550, 000</b>
<b>English course</b>	Per month 100,000			<b>Each 100,000</b>

**Other charges:**

Registration form	10, 000
T-shirt/ID card	10, 000
Accommodation	50, 000 per month paid in installments of 3 months (that is, 135, 000 per installment)
Stationeries	Depends on needs. Approximately, 40, 000 per stage of 5 months
Food	Depends but approximately 5, 000 per day.

**Breakdown of fee payment for NVA programs per stage**

Initial installment (when joining)	End of second month after admission	End of four months after admission	End of sixth month after admission
200, 000	100, 000	100, 000	100, 000

**Break down of fee payment for short courses**

Initial installment (when joining)	End of second month after admission	End of four months after admission	End of sixth month after admission
200, 000	100, 000	200, 000	150, 000

**STUDENT DECLARATION:**

I acknowledge that I have read and understood all the information above and hereby make a declaration to abide.

Date .....

Signature.....

Parent/Guardian signature .....

Date.....