



DECCA COLLEGE OF HEALTH AND ALLIED SCIENCES (DECOHAS)

P. O. Box 372, Dodoma – Tanzania.

Tel/Fax: +255 26 2322357, Mob: +255 0763 102 102/ 0674 102 102

Website: www.decohas.ac.tz E-mail: decohas@gmail.com

Date:

REF: ADMISSION TO DECCA COLLEGE OF HEALTH AND ALLIED SCIENCES (DECOHAS)

I am pleased to inform you that you have been selected to study at DECCA College of Health and Allied Sciences for 2017/2018.

Name:

Nationality:

Course:

Commence date:

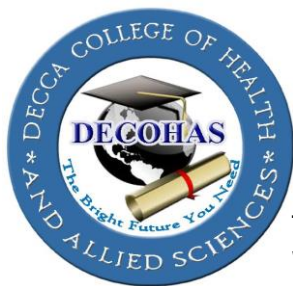
You are required to download your joining instructions at www.decohas.ac.tz for the requirements of your study

Failure to register with the College within 14 days from the date of commencement of studies will lead to forfeiture of your vacancy

Congratulations and welcome at DECOHAS, *The Bright Future you Need*

Gombo, Kamuli D.

Ag: **PRINCIPAL – DECOHAS**



DECCA COLLEGE OF HEALTH AND ALLIED SCIENCES (DECOHAS)

P. O. Box 372, CCT, Dodoma – Tanzania

Tel/Fax: +255 26 2322357, Mob: +255 0763 102 102 / 0674 102 102 / 0785 558 199

Website: www.decohas.ac.tz, E-mail: dpfa@decohas.ac.tz, decohas@gmail.com

JOINING INSTRUCTION FOR SECRETARIAL COURSE

I am pleased to inform you that you have been selected to join the CCT Conference and Training Centre for two years course in Secretarial Certificate

1) (a) Fees for Full course is 1,600,000/=

TUITION FEE INSTALLMENTS		
FIRST	JANUARY TO MARCH 2017	400,000/=
SECOND	JULY TO NOVEMBER 2017	400,000/=
THIRD	JANUARY TO MAY 2018	400,000/=
FOURTH	JULY TO NOVEMBER 2018	400,000/=
TOTAL		1,600,000/=

(b) Fees for Short course is 150,000/=

Please report with full term fee demanded.

2) **Registration**

On arrival you will be required to register yourself for your course at the Admission Office. Late reporting will render to candidate's name be replaced by another applicant.

3) **Student organization fees**

Every student must be paid 10000/- for student organization every year.

4) **Course Requirements**

Please for the course come with the following essential needs:

a) *Stationeries*

- One ream typing papers
- Two spiral books for shorthand
- Nine exercise books
- Pens, pencils, ruler and typing eraser.

b) *Books*

Please come with books which are relevant to your course for your own references.

5) **Caution Money**

Please come with token money of Tshs 20,000/- in case of damage of the centre's property, the money will be refunded when not used

6) **Examination fee**

During the course you will be required to pay for NABE examination at each end of the term starting with the second term. The amount will be determined by NABE and is subject to change any time.

7) Other Instructions

a) *Accommodation*

Accommodation charges for those who will need this service is Tshs 400,000/- per year (Tshs 200,000/= for every six months). Strictly cooking is not allowed in the hostel room. Violating this is a warrant to suspend you from the College without any refund of paid amount.

b) *Meals*

There are no service for this item. However students should have their own budget for meals.

8) Confirmation

Please confirm your acceptance/non acceptance of this offer by filling the bottom form and mail it back, to reach the Principal by 13th January, 2017.

- Fees must be paid through the college bank account

NAME OF ACCOUNT: DECOHAS-TUTION FEES

BANK: CRDB Bank Plc

ACCOUNT NO: 0150222135400

- And other charges should be paid to the following account

NAME OF ACCOUNT: DECOHAS MISCELLANEOUS

BANK: CRDB Bank Plc

ACCOUNT NO: 0150222135500

- The bank-pay-in-slip should be submitted to the college accountant or cashier for receipt/acknowledgement.

We are looking forward to receiving you.

Welcome,

Yours sincerely

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DR. P.J NG'WANDU
PRINCIPAL