



DECCA COLLEGE OF HEALTH AND ALLIED SCIENCES (DECOHAS)

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Attach three
colored
passport
size
photos

STUDENT APPLICATION FORM

(Please Carefully read the Instructions before filling this application form)

Academic Year for which admission is sought (e.g. 2017/2018):

CHOICE OF COURSE

In the table below Indicate your FIRST OR SECOND CHOICE according to your preference by giving tick ✓

SELECT A COURSE	NAME OF COURSE	DURATION	FEES
	Full course	Two Years	1,600,000/=
	Introduction to Computer	Two Month	150,000/=

tick ✓ to be admitted into another programme in case your preferable choices are full.

Section 1: Applicant Details (Please complete in BLOCK letters or typed)

Last Name				Middle name				
First Name				Nationality				
Date of Birth				Marital Status				
Gender	Male	Female		Single	Married	No. of Children		
Do you consider yourself to have a disability?			Yes	No	Do you have a criminal conviction?		Yes	No
Permanent Home Address				Address for Correspondence (If different from Home Address)				
City				City				
Country				Country				
Telephone				Telephone				
Email				<i>Please write your e-mail address clearly</i>				

Section 2: Education Details (your qualifications must demonstrate eligibility for the course, complete in BLOCK letters or type)

List all academic qualifications that you have achieved primary, “O”, “A” level grade or equivalent. Copies of all relevant final transcripts must be attached with this application.

Qualification	From	To	School / College/ University name	Grade / % Marks

Section 3: Employment Details: (Important if you are applying as a mature age entry).

Please give details of positions held over the past 5 years, if you are applying as a mature – age or for admission as a post graduate, provide detailed job descriptions on separate page and attach documentary evidence, e.g. reference letters from employers.

Employer name	Address	Position held	From	To

Section 4: Accommodation (tick if you need accommodation) YES NO

All residents are required to sign an accommodation tenant agreement form /contract before allocated to the room. In a room you will find a bed, mattress, table, chair and keys.

Section 5: Finance

Indicate how you intend to finance your studies and your living expenses in Dodoma.

How will you finance your studies at DECOHAS? Family Employer Loan Savings Other

Parents/Guardians		Job Title	
Telephone No.		E-mail	

Sponsor Declaration: I have agreed to finance the above named applicant in his/her studies at DECOHAS and agreed to release funds for tuition fees and living expenses as and when required.

Signed: _____ Name _____ Date: _____

Section 6: Referees (Please compete in BLOCK letters or type).

Please provide the names of two referees; at least one should be an academic referee who has knowledge of your academic ability.

Referee name	Address	Telephone	E-mail

Section 7: Fee Structure

All payments shall be paid to **DECOHAS** Bank accounts at CRDB Bank Plc

TUITION FEE: DECOHAS Tuition, Account No. **0150222135400**

OTHER PAYMENTS: DECOHAS Miscellaneous, Account No. **0150222135500**

- Bring bank pay - in slips to the college.
- The fees are payable in full or in two installments at the beginning of each academic year / semester.
- Upon Return of this form, bring the pay-in slip of the application fee of **Tshs 30,000/=** Paid to DECOHAS Miscellaneous, Account No. **0150222135500**

Note: All payments other than Tuition fees should be paid to the DECOHAS Miscellaneous Account number stated above

1) Fees

TUITION FEE INSTALLMENTS FOR FULL COURSE		
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/=

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.

Section 8: Mode of Application

Please attach the following into application form

1. Original bank pay - in slips
2. Photocopy of Birth Certificate
3. Photocopy of Academic certificates (Form four)
4. Three colored passport size photos

**Application should be done directly to the College Principal,
DECCA College of Health and Allied Sciences (DECOHAS)**

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