

UNIVERSAL COLLEGE OF AFRICA



NHC Buildings - Temeke,
Opposite Uhuru Stadium,
Along Mandela Road,
P.O Box 45813, Dar es salaam.
Tel: 0652381328, 0762381328.
Email- info@ucatz.ac.tz
Website: www.ucatz.ac.tz

REG/SAT/062

2025

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SOMA KWA MAKINI KISHA JAZA NAFASI ZILIZO WAZI KUCHAGUA KUJIUNGA NASI
(IJAZWE NA MWANAFUNZI)

JINA LA KWANZA: **JINA LA KATI:** **JINA LA UKOO:**

TAREHE YA KUZALIWA: **MAHALI UNAPOISHI:** **JINSIA:** (ME/KE)

JINA LA MZAZI/MLEZI: **SAINI:** **TAREHE:**

NAMBA YA SIMU YA; MWANAFUNZI: **MZAZI/MLEZI:** /

SHULE/CHUO ULICHOMALIZA: **MATOKEO (DIVISION):** **POINTS:** **MWAKA:**

KOZI ULIYOICHAGUA: (LEVEL/HATUA);

SAINI YA MWOMBAJI: **TAREHE :**

MAELEKEZO YA KUJIUNGA:

1. Tarehe za kujiunga ni kuanzia tarehe/...../..... mpaka/...../.....
2. Ada hulipwa kwa awamu, lakini hautaruhusiwa kufanya mtihani bila kukamilisha kiwango cha ada kwa muhula husika.
3. Kianzio cha ada kisipungue Tsh 150,000/= pindi mwanafunzi ajiungapo na chuo.
4. Ada pekee italipwa kupitia akaunti ya chuo ya CRDB namba 0150249168500 kwa jina la UNIVERSAL COLLEGE OF AFRICA.
5. Michango mingine italipwa kupitia akaunti ya chuo ya NMB namba 20710080902 kwa jina la UNIVERSAL COLLEGE OF AFRICA.
6. Ada ikishalipwa hairudishwi wala kubadilishiwa mwanafunzi mwingine.
7. Ada haijumuishi malipo ya mazoezi wala vitabu na vifaa vya shule.
8. Siku ya kusajiliwa, njoo na nakala zako za vyeti vya taaluma, cheti cha kuzaliwa na picha tatu za paspoti.

Name of course	Fees per semester/stage			Ada bila ufadhili	Ada baada ya ufadhili (day/kutwa)	Ada baada ya ufadhili (boarding)	Entry Requirements:
<ul style="list-style-type: none"> ● Information, Communication and Technology (ICT) ● Business Operation Assistant (BOA) ● Full Secretarial Course ● Front office ● Tour guide ● House keeping 2 YEARS	Day 750,000/= Boarding 1,000,000/=	Day 750,000/= Boarding 1,000,000/=		2,500,000	1,500,000	2,000,000	Should have completed form four with at least a pass
<ul style="list-style-type: none"> ● Information, Communication and Technology (ICT) ● Accountancy ● Tourism operations 3YEARS	NTA LEVEL 4 (CERTIFICATE) Day 700,000 Boarding 1,000,000	NTA LEVEL 5 (DIPLOMA 1) Day 700,000 Boarding 1,000,000	NTA LEVEL 6 (DIPLOMA 2) Day 600,000 Boarding 700,000	3,350,000	2,000,000	2,700,000	Should have completed form four with at least FOUR passes/Form six with two principal passes
<ul style="list-style-type: none"> ● UALIMU (Malezi ya Watoto chini miaka 5 (MWAKA MMOJA) 	Day 450,000 Boarding 600,000	Day 450,000 Boarding 500,000		1,500,000	900,000	1,100,000	Form four with ATLEAST Four passes
SHORT COURSES (6 months) <ul style="list-style-type: none"> ● Tour guide ● Hotel (front office & housekeeping) ● Clearing and forwarding 	SEMESTER 1 Day 450,000 Boarding 600,000	SEMESTER 2 Day 300,000 Boarding 400,000		1,250,000	750,000	1,000,000	Should have completed form four with at least a pass

MALIPO MENGINE:

REGISTRATION	100,000
FORM	BURE
Malipo kwa ajili ya field/ Field attachment fee	100,000 Isipokuwa kwa Fani za Hotel Management na Tourism ni 150,000 (hulipwa muhula wa pili kabla ya kwenda field)
Food/ Chakula	KUJITEGEMEA
NACTVET	Kila mwaka kuna gharama ya MITIHANI ya kitaifa ambayo hutolewa na mamlaka husika(Haipungui 30,000 na Haizidi 35,000 kwa mwaka.

MCHANGANUO WA MALIPO

FANI	MALIPO YA ADA KWA KILA MWAKA WA MASOMO					
	Wakati Wa Kujiunga	Jaribio La Kwanza	Mtihani Wa Muhula 1	Jaribio La Kwanza	Mtihani Wa Muhula 2	Jumla
ICT/BOA/FS/TG/HK/FRO (KUTWA)	150,000	200,000	150,000	150,000	100,000	750,000
ICT/BOA/FS/TG/HK/FRO (BOARDING)	200,000	250,000	250,000	200,000	100,000	1,000,000
ICT/TOP/AC/-NTA 4 & 5 (KUTWA)	150,000	150,000	150,000	150,000	100,000	700,000
ICT/TOP/AC/-NTA 4 & 5 (BOARDING)	200,000	250,000	250,000	200,000	100,000	1,000,000
ICT/TOP/AC/NTA 6 (KUTWA)	150,000	100,000	150,000	100,000	100,000	600,000
ICT/TOP/AC/NTA 6 (BOARDING)	150,000	150,000	150,000	150,000	100,000	700,000
MALEZI YA WATOTO (UALIMU-KUTWA)	200,000	200,000	200,000	200,000	100,000	900,000
MALEZI YA WATOTO (UALIMU-BOARDING)	200,000	300,000	300,000	200,000	100,000	1,100,000

KOZI FUPI

FANI	Wakati wa kujiunga	Jaribio la Kwanza	Mtihani wa muhula 1	Jaribio la Kwanza	Mtihani wa muhula 2	JUMLA
TG/HM/CF (KUTWA)	150,000	200,000	150,000	150,000	100,000	750,000
TG/HM/CF (BOARDING)	200,000	250,000	250,000	200,000	100,000	1,000,000



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RULES AND REGULATIONS

As a student of the Universal College of Africa, you are required to read, understand and append your signature on the rules and regulations herein under as your commitment to abide by them.

DRESSING CODE: The College has a strict dress code. Dress code that is prohibited can be found on the entrance of the college. Students found dressed in clothes that are prohibited will not be allowed in the college premises. You will also be required to be in the college t-shirt on Mondays and Fridays. You will not be allowed in the college premises on these two days if not in the college t-shirt.

NB: Students are required to put on these t-shirts from their homes. Any student caught dressing putting on their t-shirt from the college premises will have their t-shirt confiscated and they will have to buy a new one. The t-shirts should be worn with black skirts or trousers, white & black hijabu are also allowed.

STUDENT CONDUCT

- a) You are required to observe a high degree of silence while in the college. Unnecessary shouting and any disturbance in the form of noise making is strictly prohibited while in the college. Any student found to disturb the college in noise making will be liable for a suspension from the college.*
- b) You are required to observe high levels of respect for lecturers and staff of the college. Any student that will be found to have disrespected any of the staff of the college will be liable for a suspension from college awaiting a disciplinary hearing when they return to college to discuss the fate of the student with respect to their study in the college.*
- c) No fighting is allowed in the college premises. Students engaged in fighting will be liable for a suspension from college awaiting disciplinary hearing upon their return.*
- d) Incitement to strike or violence by any student will warrant a discontinuation from studies.*
- e) Before entering any office, you are required to pass by the secretary and be allowed to enter the office.*
- f) Students caught in any sexual misconduct or indecent behavior in the college compound will have their studies discontinued.*

COLLEGE PROPERTY: College properties should be taken care of. Any student who destroys or breaks any of the properties belonging to the college will pay for the costs of repair or replacement.

CLASS ATTENDANCE: You are required to avail yourself for classes during lecture periods. In case you are sick or have an emergency, ensure permission is sought from the Secretary of the college and that information is also made available to the lecturer of the subject you will not attend as well as your class representative.

Any student who absconds classes without notification or permission will be liable for a suspension from the college. Students whose class attendance in a semester will not reach 75% will not be allowed to sit for end of semester examinations.

EXAMINATIONS: The College issues four sets of examinations in every semester;

- a) Individual assignments which carry 10 marks
- b) Group assignments which carry 10 marks
- c) Continuous assessment tests which carry 20 marks
- d) End of semester examination which carry 60 marks

For assignments, students who fail to show up on the day the assignment is given will be required to answer to their respective lecturers of the subject in question. Upon the discretion of the said lecturer, they may or may not be given an assignment to compensate.

For continuous assessment tests, once they are issued, there are no make-up tests. Once a student does not sit for these tests when they are issued for one reason or the other, they forfeit the 20 marks. However, special consideration will be given to information that reaches the administration concerning a student who is critically ill on the day or week of the tests and therefore cannot be able to sit for these tests upon the day or week they are issued.

For end of semester exams, students who do not sit for these exams for one reason or the other will be allowed to sit for special exams when they are offered by the college.

NB: Students who do not attain a pass mark of 60% will not be allowed to sit for Competence Based Assessment (CBA) exams offered by VETA, for NVA and NTA courses.

Students who are caught in any form of examination irregularities (including but not limited to cheating, personification) will be discontinued from sitting for remaining exams. If they will have done any other exams in the same week prior to the irregularities, these exams will also be revoked. The student will be suspended immediately and upon their return, a date will be set when they will be offered these exams. If they are involved in another irregularity in the special exams offered, their studies will be discontinued by the college.

FEES PAYMENT: Parents/guardians/students are required to pay their fees in time. No student will be allowed to sit for exams before they have paid their fees for the semester in which they are.

FIELD ATTACHMENT: The College does not provide field attachment. However, the management has permitted lecturers of various courses to help their students in getting fields. The costs for these field attachments will be met by the student/guardian/parent.

STUDENT DECLARATION:

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

Date

Applicant Signature.....

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Date Course Selected Signature and College Stamp