



ST. MAXIMILLIANCOLBE COLLEGE

P.O.Box 905 Tabora Tel: +255 755 550 335

Email: stmaximilliancolbe@gmail.com

Website: www.stmaximilliancollege.ac.tz

JOINING INSTRUCTIONS – MARCH INTAKE 2024

1. Welcome Mr./Mrs _____

It is a pleasure for the management of St. Maximiliancolbe College to welcome all students who have been selected to join our esteemed institution in academic year 2024/2025.

2. Location of the College

St. Maximiliancolbe College is in Tabora Municipal, Ipuli Street near Majengo Primary School. The popular bus stop close to our college is St. Anna Hospital

3. Date of arrival and Registration

All selected students should report at St. Maximiliancolbe College on **26th February 2024** from 8.00 AM - 4.00 PM for registration. Our first semester studies will commence on 01st March 2024

4. Tuition Fees (Ada ya masomo)

Tuition fee is specific to each program. It will be paid annually (every year). The tuition for each program is as follows:

Business Administration

The total fee is **Tsh. 880,000/=**

*** For any kind of payment, the institute DOES NOT accept CASH or MOBILE PAYMENTS ***

*** Parents or Guardians are advised not to give pay all due payments through bank account(s) below and provide a pay slip to the college administration ***

ACCOUNT NAME: ST. MAXIMILLIANCOLBE COLLEGE

1	CRDB BANK	0150479968300
2	NMB BANK	51010016891

5. Payment installments

Tuition fee can be paid in full or in different installments (At most – 6 installments as detailed below)

Business Administration

During Registration should pay Tsh.375,000/=

INSTALLMENTS	MONTH	PAYMENT
FIRST INSTALLMENT	MARCH	140,000
SECOND INSTALLMENT	MAY	150,000
THIRD INSTALLMENT	JULY	150,000
FOURTH INSTALLMENT	SEPTEMBER	140,000
FIFTH INSTALLMENT	NOVEMBER	150,000
SIXTH INSTALLMENT	JANUARY	150,000
TOTAL		880,000

6. Accommodation / Hostels

It is permissible to stay at home, to rent an apartment/room away from college premises as long a student will be attending classes on time. For those who need to stay in hostel rooms, the hostels are available. There is an assurance of safety, security and good morals for students who will opt to stay in college hostels.

7. Other deliverables

Health Insurance is mandatory for every student as per the laws of our country. Therefore, students must have a health Insurance. If a student already has insurance, he/she must submit a copy of his/her card during registration. For those who do not have that insurance, will contribute so that to be registered into NHIF.

Other payments and deliverables which students must have during registration are:

- A4 Ream Paper (every year) equivalent to **Tsh. 15,000/=**
- Health Insurance (NHIF BIMA) **Tsh. 50,400/=**

BIMA payment shall be paid directly to NHIF by using “Control Number”

8. Documents and Registration

All students are supposed to come along with:

- a. **Copy of Academic Certificates or Original Result Slips**
- b. **Copy of Birth Certificates**
- c. **Three (3) passport size photos with blue background**
- d. **Dully filled medical examination form which must be filled by a Clinician (the form is available at the college administration office)**

9. Uniforms

A student is required to have uniforms at his or her own expenses.

➤ **Business Administration**

MALE STUDENTS: Two trousers of black color, two white shirts (long sleeves), one black coat (koti la suti), black shoes which cover the feet and two pairs of white socks. (Only black coats are allowed during cold times)

FEMALE STUDENTS: Two long skirts of black color (at least 30 cm below knees), two white shirts (long sleeves), one black coat (koti la suti), black shoes which cover the feet and two pairs of white socks. (Only black coats are allowed during cold times)

St maiximilliancolbe wish you all the best for your preparation your most welcome at Tabora

For any questions please contact us through the following number

Knowledge creates Opportunity

+255 623053846, +255 659352004, +255 788814084, +255 78278027

REQUEST FOR MEDICAL EXAMINATION

Mr/Mrs/Miss..... (NAME IN FULL)

Please examine the above named as to HIS/HER physical and mental fitness for a full time Student Training Course. The Examination should include the following categories.

• Eye Sight	• Leprosy
• Hearing	• Epilepsy
• Limbs	• Neurosis
• Speech	• Other Serious Diseases
• Venereal Diseases	

MEDICAL CERTIFICATE

(To be completed by medical officer)

I have examined the above named and consider that HE/SHE is physically FIT/UNFIT and mentally FIT/UNFIT to full Training Course.

1. Eye sight.....
2. Hearing.....
3. Limbs.....
4. Speech.....
5. Venereal diseases.....
6. Leprosy.....
7. Epilepsy.....
8. Neurosis.....
9. Other serious diseases.....
10. Pregnancy

Approved by:

Name..... Signature..... Date.....