



**APPLICATION FORM FOR ADMISSION CERTIFICATE COURSES
2024 - ACADEMIC YEAR**

FORM NUMBER: TCI/A/PDF/2024

Instruction:

Fill the form with your name as appeared from your Academic certificates. Form should be attached with copies of Academic certificates, birth certificate and three blue colored passport size. Completed application form must be returned to the Institute, application fees of TZs 10,000/= once paid are not refundable. The form must be used in the appropriate Month only. Failure to do so, you must pay for a new form.

1.0 PERSONAL DETAILS.

1.1	Surname:	<input type="text"/>		
	First Name:	<input type="text"/>		
	Middle Name:	<input type="text"/>	Sex: Male	<input type="checkbox"/> Female <input type="checkbox"/>
1.2	Date of Birth:	<input type="text"/> DD	<input type="text"/> MM	<input type="text"/> YYYY
	Country:	<input type="text"/>	Place of Birth:	<input type="text"/>
			Nationality:	<input type="text"/>
1.3	Permanent Contract Address:	<input type="text"/>		
	Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
	Fax:	<input type="text"/>	E – mail:	<input type="text"/>
	Parent / Guardian Full name:	<input type="text"/>	Contact:	<input type="text"/>

2.0 COURSE APPLIED FOR:

(Tick the appropriate Course you would like to be enrolled select whether is a long Advanced, Intermediate, basic or short course.

S/N		Long	Advanced	Intermediate	Basic	Short
1	Food Production					
2	Food and Beverage Sales and Services					
3	Front Office					
4	House keeping					
5	Tour Guiding					
6	Tour Operation					
7	Foundation in Travel & Tourism (IATA)					
8	Computer Application					
9	Cosmetology ,Hairdressing & beauty					
10	Languages (Swahili/English/French, Spanish/German & Chinese)					

Day <input type="text"/>	Boarding <input type="text"/>
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3.0 ENTRY QUALIFICATIONS.

COURSE	QUALIFICATION
Long Course (1 ½ years)	Students applying for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office & Tour Guiding - should have completed Form Four (O – level with three credit passes).
Advanced Level (1 year)	Students applying for an Advanced level for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office and Tour Guiding - Should have completed Form Four (O – level).
Intermediate Level (9 months)	Students applying for an Intermediate level for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office, Tour Operations, and IATA. - Should have completed Form Four (O – level). With three credit passes for IATA Course.
Basic Level (6 months)	Students applying for a Basic level for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office, Tour Guiding and Tour Operations, Salon and Music Course. Should complete standard seven.
Short Course (3 months)	Students applying for a Short Course for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office, Tour Guiding and Tour Operations, Salon and Music course - Should complete standard seven (STD 7)



4.0 ADVANCED BACKGROUND

SECONDARY / COLLEGE / UNIVERSITY QUALIFICATION

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4.1 Please include copies of Certificates awarded for each Qualification.

School / College / University	Combination / Course	Certificate/ Diploma/Degree	Year of Award	Grade

5.0 EMPLOYMENT RECORD.

Please give details of your employment record in the table below starting with the most recent one.

S/N	Name of employer	Position held	(D/ M / YYYY) from	(D/ M/ YYYY) to

6.0 SOURCE OF SCHOOL FEES.

Self sponsored

Parents / Guardian

Employer / Company

Others (please specify)

If sponsored by Employer / Company please give details below sponsor's Certificate

I / we agree to pay all the fees & expenses related to the course.

Name:

Designation:

Signature and official stamp:



7.0 DECLARATION

I (your full name) do hereby confirm that, the information given in this form and the attachments are correct and complete. I understand that submission of false documents / information is a criminal offence and punishable in a court of Law.

Applicant's Signature:

Date:

A dully filled form should be submitted to;

The Principal
Tropical Centre Institute Ltd
P. O. Box 1988
Arusha - Tanzania.

FOR OFFICIAL USE ONLY

APPLICANT MEETS ENTRY REQUIREMENT FOR PROGRAM

Start date:

Department

Application fee receipt no:

Application form No.

Fees should be paid directly through Tropical Centre Institute Ltd bank account:-

ACCOUNT NAME: TROPICAL CENTRE INSTITUTE LTD.

1. **NBC Bank Account Number - 014103018898 SWIFT CODE NLCBTZTX**
2. **CRDB Bank Account Number - 01J1035896100 SWIFT CODE - CORUTZTZ**
3. **NMB Bank Account Number - 42103300015**
4. **KCB Bank Account Number - 330193524**

NOTE: Tuition fee once paid is non – refundable



TROPICAL CENTRE INSTITUTE LTD

FEES STRUCTURE

1. LONG COURSES

COURSES	CODES	DURATION	DAY TUITION	BOARDING	TOTAL FEE FOR DAY & BOARDING
FRONT OFFICE	FO	1½ YEARS	1,800,000/=	3,000,000/=	4,800,000/=
HOUSEKEEPING	HK	1½ YEARS	1,800,000/=	3,000,000/=	4,800,000/=
FOOD & BEVERAGE SALES & SERVICES	FBSS	1½ YEARS	1,800,000/=	3,000,000/=	4,800,000/=
FOOD PRODUCTION	FP	1½ YEARS	1,800,000/=	3,000,000/=	4,800,000/=
TOUR GUIDING	TG	1½ YEARS	2,000,000/=	3,000,000/=	5,000,000/=

2. ADVANCED LEVEL

FRONT OFFICE	FO	1 YEAR	900,000/=	1,500,000/=	2,400,000/=
HOUSEKEEPING	HK	1 YEAR	900,000/=	1,500,000/=	2,400,000/=
FOOD & BEVERAGE SALES AND SERVICES	FBSS	1 YEAR	900,000/=	1,500,000/=	2,400,000/=
FOOD PRODUCTION	FP	1 YEAR	900,000/=	1,500,000/=	2,400,000/=
TOUR GUIDING	TG	1 YEAR	1,000,000/=	1,500,000/=	2,500,000/=

3. INTERMEDIATE LEVEL

FRONT OFFICE	FO	9 MONTHS	700,000/=	1,200,000/=	1,900,000/=
HOUSEKEEPING	HK	9 MONTHS	700,000/=	1,200,000/=	1,900,000/=
FOOD & BEVERAGE SALES AND SERVICES	FBSS	9 MONTHS	700,000/=	1,200,000/=	1,900,000/=
FOOD PRODUCTION	FP	9 MONTHS	700,000/=	1,200,000/=	1,900,000/=
TOUR OPERATIONS	TO	9 MONTHS	850,000/=	1,200,000/=	2,050,000/=
TOUR OPERATIONS (EVENING CLASSES)	TO	9 MONTHS	1,300,000/=	-----	-----



4. BASIC LEVEL

FRONT OFFICE	FO	6 MONTHS	600,000/=	800,000/=	1,400,000/=
HOUSEKEEPING	HK	6 MONTHS	600,000/=	800,000/=	1,400,000/=
FOOD & BEVERAGE SALES & SERVICES	FBSS	6 MONTHS	600,000/=	800,000/=	1,400,000/=
FOOD PRODUCTION	FP	6 MONTHS	600,000/=	800,000/=	1,400,000/=
TOUR GUIDING	TG	6 MONTHS	700,000/=	800,000/=	1,500,000/=
COMPUTER APPLICATIONS	CA	6 MONTHS	720,000/=	800,000/=	1,520,000/=
TOUR OPERATIONS (EVENING CLASSES)	TO	6 MONTHS	1,100,000	----	-----
TOUR OPERATIONS	TO	6 MONTHS	700,000	----	----
COSMETOLOGY , HAIRDRESSING & BEAUTY	CHB	6 MONTHS	600,000/=	800,000/=	1,400,000/=
ENGLISH LANGUAGE	E ₁	6 MONTHS	350,000/=	800,000/=	1,150,000/=
ENGLISH LANGUAGE (SPECIAL)	E ₁	6 MONTHS	500,000/=	800,000/=	1,300,000/=
FRENCH / GERMAN / CHINESE SPANISH LANGUAGE – PER COURSE	FR,GR,CH,SP	6 MONTHS	400,000/=	800,000/=	1,200,000/=
MUSIC COURSE	MC	6 MONTHS	700,000/=	800,000	1,500,000/=
FRENCH / GERMAN / CHINESE SPANISH/SWAHILI LANGUAGES COURSES (SPECIAL)	FR,GR,CH, SP, SW	6 MONTHS	500,000/=	800,000/=	1,300,000/=
INTERNATIONAL AIR TRANSPORT ASSOCIATIONAL	IATA	6 MONTHS	2,950,000/=	800,000/=	3,750.000/=

5. SHORT COURSE

COMPUTER APPLICATIONS	CA	3 MONTHS	360,000/=	-----	-----
ENGLISH LANGUAGE	E ₁	3 MONTHS	250,000/=	-----	-----
ENGLISH LANGUAGE SPECIAL	E ₁	3 MONTHS	350,000/=	-----	-----
FP / FBSS / FO / HK	HOTEL	3 MONTHS	450,000/=	-----	-----
TOUR GUIDING	TG	3 MONTHS	450,000/=	-----	-----
TOUR OPERATIONS	TO	3 MONTHS	450,000/=	-----	-----
COSMETOLOGY , HAIRDRESSING & BEAUTY	CHB	3 MONTHS	450,000/=	-----	-----
MUSIC COURSE	MC	3 MONTHS	450,000/=		
FRENCH / GERMAN / CHINESE / SPANISH LANGUAGE – PER COURSE	FR,GR,CH,SP	3 MONTHS	300,000/=	-----	-----
FRENCH / GERMAN / CHINESE / SPANISH/SWAHILI LANGUAGE - PER COURSE (SPECIAL)	FR,GR,CH,SP	3 MONTHS	450,000/=	-----	-----

