



TROPICAL CENTRE INSTITUTE LIMITED

THE TRAINING OF HOTEL, TOURISM & BUSINESS STUDIES

P.O. BOX 1988 ARUSHA – Mobile: 0710 - 818080 / 0694 - 818080/0765 - 818057 - Tanzania

Email: tropicalcentre@hotmail.com/ tropicalcentreinstitute@gmail.com

Website: www.tropicalcentre.ac.tz.

APPLICATION FORM FOR ADMISSION CERTIFICATE COURSES 2026 - ACADEMIC YEAR

FORM NUMBER: TCI/A/PDF/2026

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:

First Name:

Middle Name:

Sex: Male ☐

Female ☐

1.2 Date of Birth:
DD MM YYYY

Place of Birth:

Country:

Nationality:

1.3 Permanent Contract Address:

Telephone:

Mobile:

Fax:

E – mail:

Parent / Guardian Full name:

Contact:



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	Computer Application					
8	Cosmetology ,Hairdressing & beauty					
9	Tailoring , Fashion and Design					
10	Languages (Swahili/English/French, Spanish/German & Chinese)					
11	Music					

Day	Boarding
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3.0 ENTRY QUALIFICATIONS.

COURSE	QUALIFICATION
Long Course (2 years)	Students applying for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office & Tour Guiding - Should have completed Form Four (O – level with Four credit passes).
Advanced Level (1 year)	Students applying for an Advanced level for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office. Should complete standard seven (STD 7) - Tour Guiding Should have completed Form Four (O – level).
Intermediate Level (9Months)	Students applying for an Intermediate level for Tour Operations should have completed Form Four (O – level).
Basic Level (6 Months)	Students applying for a Basic level for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office, Salon and Music Course. Should complete standard seven. Tour Guiding and Tour Operations, Should have completed Form Four (O – level).
Short Course (3 Months)	Students applying for a Short Course for Food Production, Food and Beverage Sales & Services, Housekeeping, Front Office, , Salon and Music course - Should complete standard seven (STD 7) Guiding and Tour Operations - Should have completed Form Four (O – level).

4.0 ADVANCED BACKGROUND

SECONDARY / COLLEGE / UNIVERSITY QUALIFICATION

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 NLGBTZTX
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	2 YEARS	1,900,000/=	3,100,000/=	5,000,000/=
HOUSEKEEPING	HK	2 YEARS	1,900,000/=	3,100,000/=	5,000,000/=
FOOD & BEVERAGE SALES & SERVICES	FBSS	2 YEARS	1,900,000/=	3,100,000/=	5,000,000/=
FOOD PRODUCTION	FP	2 YEARS	1,900,000/=	3,100,000/=	5,000,000/=
TOUR GUIDING	TG	2 YEARS	2,100,000/=	3,100,000/=	5,200,000/=

2. ADVANCED LEVEL

FRONT OFFICE	FO	1 YEAR	1000,000/=	1,600,000/=	2,600,000/=
HOUSEKEEPING	HK	1 YEAR	1000,000/=	1,600,000/=	2,600,000/=
FOOD & BEVERAGE SALES AND SERVICES	FBSS	1 YEAR	1000,000/=	1,600,000/=	2,600,000/=
FOOD PRODUCTION	FP	1 YEAR	1000,000/=	1,600,000/=	2,600,000/=
TOUR GUIDING	TG	1 YEAR	1,100,000/=	1,600,000/=	2,700,000/=

3. INTERMEDIATE LEVEL

TOUR OPERATIONS	TO	9 MONTHS	950,000/=	1,300,000/=	2,250,000/=
TOUR OPERATIONS (EVENING CLASSES)	TO	9 MONTHS	1,300,000/=	-----	-----

4. BASIC LEVEL

FRONT OFFICE	FO	6 MONTHS	800,000/=	900,000/=	1,700,000/=
HOUSEKEEPING	HK	6 MONTHS	800,000/=	900,000/=	1,700,000/=
FOOD & BEVERAGE SALES & SERVICES	FBSS	6 MONTHS	800,000/=	900,000/=	1,700,000/=
FOOD PRODUCTION	FP	6 MONTHS	800,000/=	900,000/=	1,700,000/=
TOUR GUIDING	TG	6 MONTHS	800,000/=	900,000/=	1,700,000/=
COMPUTER APPLICATIONS	CA	6 MONTHS	720,000/=	900,000/=	1,620,000/=
TOUR OPERATIONS (EVENING CLASSES)	TO	6 MONTHS	1,100,000	----	-----
COSMETOLOGY , HAIRDRESSING & BEAUTY	CHB	6 MONTHS	600,000/=	900,000/=	1,500,000/=
ENGLISH LANGUAGE	E ₁	6 MONTHS	500,000/=	900,000/=	1,400,000/=
ENGLISH LANGUAGE (SPECIAL)	E ₁	6 MONTHS	600,000/=	900,000/=	1,500,000/=
FRENCH / GERMAN / CHINESE SPANISH LANGUAGE – PER COURSE	FR,GR,CH,SP	6 MONTHS	500,000/=	900,000/=	1,400,000/=
MUSIC COURSE	MC	6 MONTHS	700,000/=	900,000	1,600,000/=
Tailoring , Fashion and Design	TFD	6 MONTHS	600,000/=	900,000/=	1,500,000/=
FRENCH / GERMAN / CHINESE SPANISH/SWAHILI LANGUAGES COURSES (SPECIAL)	FR,GR,CH, SP, SW	6 MONTHS	600,000/=	900,000/=	1,500,000/=

5. SHORT COURSE

COMPUTER APPLICATIONS	CA	3 MONTHS	360,000/=	-----	-----
ENGLISH LANGUAGE	E ₁	3 MONTHS	300,000/=	-----	-----
ENGLISH LANGUAGE SPECIAL	E ₁	3 MONTHS	400,000/=	-----	-----
FP / FBSS / FO / HK	HOTEL	3 MONTHS	450,000/=	-----	-----
TOUR GUIDING	TG	3 MONTHS	450,000/=	-----	-----
TOUR OPERATIONS (EVENING CLASS)	TO	3 MONTHS	550,000/=	-----	-----
COSMETOLOGY , HAIRDRESSING & BEAUTY	CHB	3 MONTHS	450,000/=	-----	-----
MUSIC COURSE	MC	3 MONTHS	450,000/=	-----	-----
Tailoring , Fashion and Design	TFD	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	400,000/=	-----	-----