



# Paradigms College of Health Sciences

“Africa’s centre for Education Excellence”

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## PARADIGMS SCHOOL OF BUSINESS

“REG. No NACTE/BMG/033”

### ACADEMIC YEAR 2016/2017

#### STUDENT APPLICATION / ADMISSION FORM

*This form can be typed or handwritten.*

#### PART A: INTRODUCTION

Attach three  
passports  
Size  
Photographs

#### WHO ARE WE:-

Paradigms Schools are private schools that offer HIGH QUALITY education to their customers. The schools admit boys and girls and offer both day and boarding services to cater for individual needs.

#### WHERE ARE WE:-

Paradigms Schools are located at Bonyokwa Hills, Mavurunza Sub-division, Kimara ward, Kinondoni District. The schools are situated 20km from Dar es Salaam City Centre, 3.5 km off Morogoro Road from Kimara Mwisho.

#### WHAT ARE WE:-

We are voluntary agents of the Tanzania Education System offering the Tanzanian National Education Curriculum based on Primary, Secondary and Teachers’ Education developed by Tanzania Institute of Education and examined by the National Examination Council of Tanzania (NECTA).

**MOTTO:** “Excellence”

**VISION:** “Africa’s Centre for Education Excellence”

**MISSION:** Mentoring the potential of our clients to enable them to be the best they can

SCHOOLS		COLLEGES			
Primary	Secondary	Business	Teachers	Pharmacy	Clinical Medicine

## PART B: COURSES OFFERED

The college offers the following courses:

### DIPLOMA COURSES (Two years courses both full and part time courses)

- ❖ Ordinary Diploma in Accounting,
- ❖ Ordinary Diploma in Procurement and supply,
- ❖ Ordinary Diploma in records, information and archives management,
- ❖ Ordinary Diploma in Information and communication technology (ICT),
- ❖ Ordinary Diploma in Business management/Administration

### CERTIFICATE COURSES (One year courses both full and part time)

- ❖ Basic Certificate in Accounting,
- ❖ Basic Certificate in Procurement and supply,
- ❖ Basic Certificate Records management,
- ❖ Basic Information and communication technology (ICT),
- ❖ Basic Certificate in Business management/Administration.
- ❖ Three Month Computer Short Course
- ❖ Six Month Computer Short Course

#### COMPUTER SHORT

3 MONTH	6 MONTH
200,000	400,000

## PART C: MODE OF APPLICATION FOR ALL COLLEGE COURSES

### . Applications for admission:

1. Applicants should pay non refundable 10,000/=application fees which is paid at Account No **0150316694200**, Account Holders name "**PARADIGMS COLLEGE OF HEALTH SCIENCES**" at **CRDB Bank PLC**.
2. Application forms should be enclosed with copies of academic certificates ,birth certificate and Medical certificate. Recent taken passports sizes picture and any other relevant certificates/testimonials supporting the qualification.
3. Applications can only be considered if they include full details of the applicant's personal data and educational background. Applications must be addressed to the Principal, Paradigms Business College P.O.BOX 53848 DSM- Kimara main campus.

#### • . Enrolment

The College enrolment shall be limited to the available facilities. The college calendar starts on 09<sup>th</sup> of March 2015 for certificate students and 1<sup>st</sup> of June/2015 for diploma students . The management will from time to time determine the number of students to be enrolled.

- . Medium of Instruction: English is the Medium of instruction.

**PART D: PERSONAL PARTICULARS**

Each student is expected to furnish the college with the following details

<b>Section 1: personal information</b>
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First Name			
Second Name			
Surname			
Date of Birth		Nationality	Religion
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/>
Do you consider yourself to have a disability?		Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of Children <input type="checkbox"/>
		Do you have a criminal conviction	Yes <input type="checkbox"/> No <input type="checkbox"/>

Permanent Home Address				Address for Correspondence (If different from Home Address)			
City		Country		City		Country	
Post Code				Post Code		Country	
Telephone				Telephone			
Email	<i>Please write your e-mail address clearly</i>						

<b>Section 2: Finances</b>
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Indicate how you intend to finance your studies and your living expense in dare s salaam.

How will you finance your studies at <b>PARADIGMS COLLEGE OF HEALTH SCIENCES</b> ?			
Family <input type="checkbox"/> Employer <input type="checkbox"/> Loan <input type="checkbox"/> Savings <input type="checkbox"/> Other <input type="checkbox"/>			
Parents/Guardians fully Names			Job Title
Telephone No.		Place of work	
Address		Occupation	
E-mail		Office telephone	
<p><b>Sponsor Declaration:</b> I have agreed to finance the above named applicant in his/her studies at <b>PARADIGMS COLLEGE OF HEALTH SCIENCES</b> and agreed to release funds for tuition fees and living expenses as and when required.</p>			
<p>Signed: _____ Name _____ Date: _____</p>			

**COURSE APPLIED FOR :**

**Section 3: Education Details** your qualifications must demonstrate eligibility for the course complete in BLOCK letters or type.

Education levels	Qualification attained	year
Ordinary level(form vi)		
Advanced level (form iv)		
Last school attended		

**NOTE: 1.** (No change of names by the students shall be allowed during the course of study. The students shall be allowed to use names appearing on the certificates which qualified them for admission).

2. We are agents of Education regulatory authorities which includes Ministry of Education, NACTE, NECTA etc; therefore you are required to abide by their rules and regulations which includes entry requirements, quality assurance process etc.. You've presented certificates and credentials which are accepted as genuine pending vetting by those authorities. You are reminded that any forgery is a serious criminal offence which will be dealt with firmly by government authorities. We remind you that the college will only remain as an agent and not be responsible for any mandatory action taken by those regulatory authorities or any other government agencies.

I accept the conditions

Name .....Signature.....

**Section 4: Entry requirements for both certificate and diploma.**

ENTRY REQUIREMENT FOR BASIC TECHNICIAN CERTIFICATE	ENTRY REQUIREMENT FOR ORDINARY DIPLOMA	ENTRY REQUIREMENT FOR ORDINARY DIPLOMA
PERIOD 1 YEAR	PERIOD 3 YEARS	PERIOD 2 YEARS
Form four with at least THREE Ds or Holder of NVA level 3 or equivalent Qualification	Form four with at least THREE Ds or Holder of NVA level 3 or equivalent Qualification	ENTRY REQUIREMENT Form six with at least one principal with one subsidiary or Holder NVA level 4 or equivalent qualification

**PART E: FEES STRUCTURE FOR ACADEMIC YEAR 2016-2017**

**Section 5: FEES STRUCTURES**

**NOTE. School fees and accommodation fess are paid in 4 equal installments**  
**Day = 250,000 x 4= 1,000,000 . Accommodation = 90,000 X 4= 360,000**

All payments shall be paid directly to **PARADIGMS SCHOOLS ACCOUNTANT OFFICE** and Bank account at any **CRDB** –branch in Tanzania (Account **No.0150316694200**) Account holder’s name “**PARADIGMS COLLEGE OF HEALTH SCIENCES**”

- Bring bank slips to the college.
- The fees are payable in full or in four installments at the beginning of each academic year / semester.

1: **Application form fee: 10,000/=** this payment is non refundable

**TABLE 1**

**REGISTRATION/ENTRY FEE STRUCTURE(PAID ONLY ONCE DURING ENTRY) 2016/2017**

DESCRIPTION	AMOUNT
Registration fee	50,000.00
Identity Card	10,000.00
<b>Total</b>	<b>60,000.00</b>

**TABLE 2**

**FEES STRUCTURE FOR 2016 / 2017:**

**2: CERTIFICATE & DIPLOMA - DIRECT ENTRY (NTA LEVEL 5 & 6)**

DESCRIPTION	DAY	HOSTEL
Tuition fees	800,000.00	
Medical fee(to only those without NHIF)	60,000.00	
Caution money	30,000.00	
Students Union Fees	10,000.00	
<b>Total cost to college (without meal and hostel)</b>	<b><u>900,000.00</u></b>	
<b>Accommodation fee(Option)</b>		300,000.00
<b>Meal (Option)</b>		<b>900,000.00</b>
<b>Total cost to college (with meal and hostel)</b>		<b><u>2,100,000.00</u></b>

**COMPUTER SHORT COURSES FEE STRUCTURE**

DESCRIPTION	DAY
Tuition fee for three month	200,000
Tuition fee for six month	400,000

## PART D: ACCOMMODATION

<b>Section 6: Accommodation</b>
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YES

NO  (tick  $\checkmark$ )

All residents are required to sign an accommodation agreement / contract before allocated to the room.

If **YES**:- For your stay bring:-

- i) 2 pair of bed sheet
- ii) 1 pair of pillow cases
- iii) 1 Towel & snickers
- iv) 1 Mosquito net
- v) 1 bucket
- vi) 2 Spoons, 2 Cups, Food plates / dishes & Small containers (bakuli)

<b>Section 7: Meals</b>
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The college has student's cafeteria

- All 3 meals (breakfast, lunch & dinner) will be served to **residents at the main dining hall on special arrangements** and **non-residents** shall be served at affordable price (depending on the menu of the day).
- Each non resident student is advised to bring enough pocket money for his/her daily meals during field / practical work (out of the college campus periods).

<b>Section 8: Medical Status / Reports</b>
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- Do you have long term injury, specific learning disability, chronic illness or mental health condition (tick) Yes  No

If yes please specify  Mobility  Vision  Hearing  Speech

Other please specify (infections, congenital diseases etc)

Supported by authorized physician (doctor) comments:- The applicant is / is NOT physically and mentally fit.

Dr's Name: \_\_\_\_\_

Dr's Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

## PART F: COLLEGE RULES AND REGULATIONS

. Each student is expected to follow the college rules and regulations. It therefore demands that each student will sign on those rules and regulations set by the college as a sign of commitment.

### THE FOLLOWING ARE THE COLLEGE RULES AND REGULATIONS

All students are bound to follow the college rules and regulations

1. Students should owe the college administration and tutors in due respect. Open defiance, rudeness and insubordination by a student; carry the sanction of disciplinary action
2. Genuine grievances will only be considered if presented through the right channel as stipulated by the administration otherwise such grievances will be declared null and void.
3. Being drunk or on drugs in /outside the college will lead to suspension from college for the period of not less than two weeks and if repeated, expulsion from the college
4. Theft and physical violence (fighting) in or outside the college will be expelled from the college
5. Participating in strikes and demonstrations, incitement among other persons in the college will lead to discontinuation from studies in the college
6. Failure to sit for internal or external examinations as well as failure to go for practical training will lead to discontinuation from the college.
7. Both male and female students are expected to dress decently. Inappropriate dressing will lead to the concerned student being stopped from entering the college compound/classes until he /she has changed into proper dressing.
8. Business students are advised to uphold their morals in and outside college. Behavior which can cause dispute to the college will be dealt severely as the administration may deem fit
9. Business students are forewarned that:
  - College should not be used as a platform to promote any politics
  - Students are not allowed to disclose or discuss any college information to anybody including media
  - A student should not be involved in any criminal case
  - Students are not allowed to vie for elective posts in the government or in politics while studying in the college.

**Note:** Any student who is involved in any of the above will automatically be expelled from the college.

10. Failure to return college properties such as books, graduation gowns etc as required or destruction of college properties will lead to withholding of results and certificates until the property has been restored and a letter of apology has being written to the college.

**PART G: ADMISSION APPROVAL**

**Section 9: PARADIGMS SCHOOL OF BUSINESS Decision on students Admission**

The said applicant by the name above is registered and selected to join the programme of (Tick √)

**1. DIPLOMA COURSES (Two years courses both full and part time courses)**

- ❖ Ordinary Diploma in Accounting,
- ❖ Ordinary Diploma in Procurement and supply,
- ❖ Ordinary Diploma in records, information and archives management,
- ❖ Ordinary Diploma in Information and communication technology (ICT),
- ❖ Ordinary Diploma in Business management/Administration

**2. CERTIFICATE COURSES (One year courses both full and part time)**

- ❖ Ordinary Diploma in Accounting,
- ❖ Ordinary Diploma in Procurement and supply,
- ❖ Ordinary Diploma in records, information and archives management,
- ❖ Ordinary Diploma in Information and communication technology (ICT),
- ❖ Ordinary Diploma in Business management/Administration

3) Other programmes (specify) .....

**Commencing on:-** ..... Day of ..... Year

Head of school:..... Date.....

Registrar.....Date.....