



# SILVA INSTITUTE OF BUSINESS AND MANAGEMENT

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*Prestige Silva Heritage Park, Block D Kimbiji Kijaka  
P. O. Box 15805, Kigamboni, Dar Es Salaam*

NACTE REGISTRATION NUMBER: REG/BMG/053: [www.silvacollege.ac.tz](http://www.silvacollege.ac.tz)

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## ADMISSION LETTER

Date:.....

To .....

P.O. Box .....

### RE: 2016/17 ADMISSION TO FOUNDATION/CERTIFICATE COURSES

I am glad to inform you that you have been selected for admission to this College where you will pursue a 1/2/3 Year(s) Course in of Foundation/Certificate in .....

**Please read carefully the attached joining instructions and prepare well for complying with the instructions.**

You are required to arrange your hostel and transport matters with Mr. Fred of 0767 47 53 28 or 0712 85 79 01 two days before reporting at the college, this is to enable the College to arrange for boarding facilities and your transportation from Kigamboni FERI to the campus.

**You are required to report at the College Campus, Silva Heritage Park, Cheka, near the Avic Town, Kigamboni in Temeke Municipality, Dar es Salaam before 18.09.2016, Evening.**

Ipyana Gowela

**Acting Principal**

Attachment:

SIBM - Admission - Joining instructions

# **SIBM – ADMISSION - JOINING INSTRUCTIONS**

## **1. TUITION FEES**

You will be required to pay an annual tuition fee of **TZS 1,000,000** which cover tuition only. The tuition fee **MUST** be paid in not more than two instalments for certificate students, however, in case of the Foundation courses a fee of Tzs 500,000 is paid upfront.

## **2. IDENTITY CARD**

This applies to all new students. Each student shall be required to bring three recent colored passport sizes photographs for the identity card and registration, accompanied by a payment of ten thousands (**Tzs10, 000**) shillings for the production of the student's identity card.

## **3. NACTE FEE**

All students admitted to the Institute are mandatorily registered by the National Council for Technical Education, (NACTE), it is obligatory to pay **Tzs 20,000** for the registration with NACTE and **Tzs 15,000** for quality assurance. From this year NACTE will set the exam as such a payment of **Tzs 150,000** annually shall be paid.

## **4. STUDENTS' UNION MEMBERSHIP FEES**

**Silva Institute of Business and Management Students' Organization''** (SIBMSO) is a student's union. Your registration as a student of this College entitles you to membership of the union. You shall, therefore, be obliged to contribute to SIBMSO a non-refundable membership fee of **Tzs 5,000** (five thousands only).

## **5. SIBM EXAMINATION FEE.**

A fee of Tzs 50,000 must be paid in full for each semester to cater for SIBM examinations failure of which you will not be allowed to sit for the College exams.

## **6. REPORTING DATE**

The orientation and registration week for year **2016** new students begins on **18.04.2016**. You will not be accepted at the College if you report later than three weeks after registration in which case your place will be offered to someone else in the waiting list. If, for any reason, you decide or you are obliged by circumstances to postpone or differ your registration into the following year, you will have to notify the College at least one week before the first semester begin and upon a payment of Tzs 350,000 **as a commitment fee, failure to do so will result into loss of your place at the College.**

**Note:** Cash will **NOT BE** accepted, Pay through the Bank:

Name of the Account: **Silva Institute of Business and Management**

Number of Account: 0150498453500

Name of the Account: CRDB Msasani

You must submit original pay-in slip of the Bank (duly signed, stamped and dated) as evidence that you have paid fees and other financial dues to the College.

**\*\*\*\*Fee paid is non-refundable for any reason (s) \*\*\*\***

**You are most welcome at Kigamboni – the Blue Diamond of Tanzania**