



# Silva Institute of Business and Management

*Prestige Silva Heritage Park, Block D Kimbiji Kijaka,  
Plot 90, P O Box 15805, Kigamboni, Dar Es Salaam*

## **STUDENTS INFORMATIONS LEADING TO AWARD OF CERTIFICATE AND DIPLOMA AT SILVA INSTITUTE OF BUSINESS AND MANAGEMENT**

### **1. Introduction:**

Silva Institute of Business and Management is a prestigious institute owned by BluWat Tanzania Limited a limited liability company incorporated in Tanzania under the Companies Act, 2002 vide Certificate of Incorporation number 86598 issued on 20th October 2011. The institute registered with the National Council for Technical Education (NACTE) Registration No **REG/BMG/053**

### **2. Location**

The college is located at the Blue Diamond of Tanzania, Kigamboni Division Plot 90 Block D Kimbiji Kijaka in Temeke Municipality, Dar es Salaam Region.

### **3. Courses Offered and duration: The college offers one year course for each of the following:-**

- a) NACTE - Accountancy (A) NTA Level 4/5/6
- b) NACTE - Procurement and Logistics Management (PLM) NTA Level 4/5/6
- c) NACTE - Human Resource Management (HRM) NTA Level 4/5/6
- d) NACTE - Business Administration (BA) NTA Level 4/5/6
- e) VETA – Business Operations Assistant NVA Level 1/2/3

### **4. Students enrolment**

Enrolment of students shall take place in March-April and August-September each academic year.

### **5. Entry qualifications:**

Candidates for NACTE courses should have attained certificates of secondary school education with a minimum of 4 passes (4Ds) that are not spiritual based or NVA Level 3. Candidate for the Diploma programme should have at least one principal pass and a subsidiary.

Candidates for VETA courses must have completed form four with at least a pass.

### **6. Tuition fees and other financial requirement.**

The fees per academic year is as shown in the table, Fees must be paid as per the pay structure.

S/N	Fee Type	1st semester	instructions2nd semester
1	Application/registration Fee – All Courses	20,000	
2	Tuition fees – Diploma (NACTE)	600,000	600,000
3	Tuition fees – Certificate (NACTE)	500,000	500,000
	Tuition fees – VETA: Business Operations	500,000	300,000
4	Residential Cost - All	50,000	50,000
5	Examination Fee - SILVA	50,000	50,000

7	NACTE Quality Assurance – (NACTE)	15,000	
8	Students Union -All	5,000	
9	Student's Identity Card – All	20,000	
10	Books contribution - All	50,000	

**Please note the following:**

- All payments are non-refundable
- The College provides no food, however, the college has arranged for food to be available under direct purchase at the canteen/cafeteria
- NACTE/NHIF/Examinations Fees and Students Identity Card payments should be paid to into a separate account of **Silva Institute of Business and Management that shall be advised.**
- Tuition fees, Application/Registration fees and Residence Contribution should be paid to **Silva Institute of Business and Management - Account No.0150498453500 CRDB Msasani Branch.**
- A Bank pay in slip should be submitted to Finance unit on reporting to the College before admission.
- No student shall be accepted to the College without full Semester payment.

1. ALL STUDENTS MUST PAY A MINIMUM OF 50% OF THE TOTAL FEES TO QUALIFY FOR ADDISSION/ NO ADMISION SHALL BE GRANTED WITHOUT MEETING THIS CRITERIA.

2. FEES FOR THE SEMISTER SHALL BE PAID AT MOST IN THREE INSTALMENTS, 50% ON ADMISSION (at the beginning of each semester).

**NOTE: THIS EXCLUDES REGISTRATION FEES/APPLICATION FORMS/RESIDENTIAL COSTS/EXAMINATION FEES/NACTE QUALITY ASSURANCE COSTS/STAFF UNIONS/STUDENTS IDS/NHIF**

3. 50% ON REGISTRATION

4. 70% BEFORE ATTENDING TEST ONE

5. 100% BEFORE ATTENDING TEST TWO

6. NO STUDENT SHOULD ATTEND CLASS WITHOUT ADISSION

7. NO STUDENTS SHALL BE ALLOWED IN CLASS AFTER TEST TWO IF THE FEES IS NOT PAID IN FULL

8. STUDENTS WHO DO NOT PAY THE FEES IN TIME SHALL BE DISCONTINUED TO ENJOY CERTAIN SERVICES SUCH AS LIBRARY, ATTENDING CLASSES, TESTS ETC, THIS SHALL BE DETERMINED AT THE DISCRETION OF THE MANAGEMENT

9. FEES MUST BE PAID AT THE BANK – CRDB: NO CASH SHALL BE ACCEPTED

10. STUDENTS FAILING TO DO EXAMS DUE TO NON PAYMENT OF FEES SHALL HAVE TO ARRANGE FOR THEIR EXAMS AT A COST OF Tzs 25,000 PER PAPER MISSED

WE ENCOURAGE YOU TO OBSERVE THE ABOVE RULES IN ORDER TO AVOID UNNECESSARY INCONVINIENCES.

## 7. NHIF

It is compulsory that all students must be insured with NHIF, the college will arrange for students who wish to be supported to have the NHIF cards with a payment of Tzs 50,400, it is however, a

responsibility of each students to follow up with a designated official for this purpose. Students shall not be allowed to sit exams or enter class room without showing evidence that they are registered with NHIF.

#### **8. Dressing code**

To maintain college integrity and credibility, all students must keep decency for character and attitude. Students are required at all times during normal hours of study to be smart. Therefore all students are required to be smart during lecture times to avoid disciplinary misconducts. Furthermore, wearing of Mini and micro skirts or clothes which do not cover fully the groins and the abdomen or transparent clothes is prohibited. Wearing of sandals and/or gum boots in the Canteen/ Cafeteria/Dining hall is undesirable.

#### **9. Cafeteria and Canteen services**

The College provides no food, however, the cafeteria is open for students at prescribed times to cater for students meals need. The college monitors the running of the cafeteria/canteen at limited-subsidized cost to enable students meet the meals within the affordable budget. Menu for variety of food are available at the Students canteen.

#### **10. Residence facility**

The College provides a room and a bed. Students are required to bring with them the mattress. Other items associated with accommodation are the responsibility of the student/parent. In campus students must contribute Tshs. 100,000/- per academic year as residence contribution.

#### **11. Identity card and registration fee**

Each student will be required to have four (4) passport size photographs (colour) for processing s/her registration. Identity Cards will be available immediately on completion of the registration processes.

#### **12. Medical examination**

All students will be directed to register with National Health Insurance Fund on reporting at the college.

#### **13. Discipline**

Every student is expected to be exemplary in the society, that is good behaviour and maintain self-respect in accordance with the rules and regulations of the institute. It is the responsibility of the student to maintain self-discipline and respect of others. You will be provided with a copy of rules and regulations, which each student should abide to.

#### **14. Seriousness in studies**

In order to graduate, a candidate will need to pass all examinations (Continuous assessment and end of semester Examinations). Students are advised to familiarize themselves with the guidelines for continuous assessments and semester examinations.

#### **15. Health Care**

A sense of good health is mandatory to all students. General cleanliness and personal hygiene is hereby emphasized.

#### **16. Documents for registration**

During registration each student must produce original documents of certificates, statement of results, academic transcripts and birth certificate etc.

#### **17. Students' requirements**

You are required to bring with you the following:-

- Two (2) reams of photocopy paper each semester.

18. **NACTE fees**

All students admitted to Institutes registered by National Council for Technical Education, (NACTE) should pay for the registration fee of Tzs 20,000 and annual quality assurance of Tzs 15,000.

19. **Mode of application**

All qualified and interested applicants must fill in application forms, attach copies of all relevant supporting documents and send them to:

**The Principal, Silva Institute of Business and Management, P. O. Box 15805, Dar Es Salaam.** Qualified selected applicants will be informed by admission letters before course commencement. Application forms are physically available at the College in Kigamboni campus, or can be downloaded from [www.silvacollege.ac.tz](http://www.silvacollege.ac.tz), filled and sent to the above address. **Online applications and/or attachments are encouraged.**

***WELCOME TO Silva Institute of Business and Management Kigamboni – the Blue Diamond of Tanzania***