

WESTERN TANGANYIKA COLLEGE



P.O BOX 74, KIGOMA

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REG NO: NACTE REG/BMG/032 & NBAA/TPRS/051

DEPARTMENT OF SOCIAL SCIENCE

**BUSINESS ADMINISTRATION & RECORDS, ARCHIVES AND
INFORMATION MANAGEMENT**

JOINING INSTRUCTIONS

ACADEMIC YEAR 2025/2026

Dear

Congratulations on your election to join Western Tanganyika college under Basic Technician Certificate/Technician Certificate/Ordinary Diploma in (Business Administration)/ (Records, Archives and Information Management).

CAMPUS:

Kigoma Municipal campus.

REQUIREMENTS:

1. A sealed medical examination report from a recognized Government Hospital
2. One passport size for your file
3. Your Birth certificate and Academic Certificate
4. Fee payment slip
5. A Verification Code from NACTVET

FEE STRUCTURE:

TUTION FEE: (50% DISCOUNT)

BEFORE DISCOUNT	AFTER DISCOUNT
FROM 1.600,000/=	800,000/=
FROM 1,700,000/=	850,000/=

COURSE	TUTION FEE
Basic Technician Certificate in Records, Archives and Information Management	800,000/=
Technician Certificate in Records, Archives and Information Management	850,000/=
Ordinary Diploma in Records, Archives and Information Management	850,000/=
Basic Technician Certificate in Business Administration	800,000/=
Technician Certificate in Business Administration	850,000/=
Ordinary Diploma in Business Administration	850,000/=

FREE COURSE WE OFFER:

Basic Computer Application (before beginning of 1st semester core studies)

English Course (before beginning of 1st semester core studies)

PAYMENTS INSTALLMENTS:

BASIC TECHNICIAN CERIFICATE FEE INSTALLMENTS:

	Date	Amount
Installment 1	On Reporting semester 1	400,000/=
Installment 2	On Reporting semester 2	400,000/=
Grand Total		800,000/=

TECHNICIAN CERIFICATE FEE INSTALLMENTS:

	Date	Amount
Installment 1	On Reporting semester 1	425,000/=
Installment 2	On Reporting semester 2	425,000/=
Grand Total		850,000/=

ORDINARY DIPLOMA FEE INSTALLMENTS:

	Date	Amount
Installment 1	On Reporting semester 1	425,000/=
Installment 2	On Reporting semester 2	425,000/=
Grand Total		850,000/=

Other contributions to be paid on reporting date:

ITERMS	1 ST YEAR (TSH)	2 ND YEAR (TSH)	3 RD YEAR (TSH)
Students' union	5,000	5,000	5,000
Student ID card	10,000	10,000	10,000
Stationary	10,000	10,000	10,000
Library	10,000	10,000	10,000
Certificates copy	20,000	20,000	20,000
Quality Assurance (NACTE)	20,000	20,000	20,000
Registration fee	20,000	20,000	20,000
Internal Examination fee	150,000	150,000	150,000
Caution money	20,000	-	-
Medical Capitation (NHIF)	50,400	50,400	50,400
Application fee	10,000		
Practical training fee	150,000	150,000	
Graduation fee	100,000	100,000	100,000
Reams installments	3Reams	3Reams	3Reams
TOTAL	575,400	545,400	395,400

HOSTEL FEE STRUCTURE:

	Date	Amount
Installment 1	On Reporting semester 1	150,000/=
Installment 2	On Reporting semester 2	150,000/=
Grand Total		300,000/=

PAYMENT METHODS:

Tuition fees and other payments should made through bank:

BANK NAME	ACCOUNT NUMBER	ACCOUNT NAME
CRDB BANK	01J1087964001	WESTERN TANGANYIKA COLLEGE
POSTAL BANK	CCA 250207000030	WESTERN TANGANYIKA COLLEGE
NMB	20110073045	WESTERN TANGANYIKA COLLEGE

NOTE: Tuition can either be paid in full or in two installments as described above,

ENTRY QUALIFICATIONS AND COURSE DURATION.

- Basic Technician Certificate in (Business Administration)/ (Records, Archives and Information Management) NTA Level 4, Entry qualification, Holder of Certificate of secondary education examination (CSEE) with four passes in nonreligious subjects
- Technician Certificate in (Business Administration)/ (Records, Archives and Information Management) NTA Level 5, Entry Qualification, and holder of Certificate of secondary education examination (CSEE) with four passes in non-religious subjects; AND Possession of Basic Technician Certificate (NTA Level 4) Business Administration/ Records, Archives and Information Management.
- Ordinary Diploma in Business Administration/ Records, Archives and Information Management. - Basic Technician Business Administration/ Records, Archives and Information Management. (NTA Level 4), Entry qualification, Holder of Certificate of secondary education examination (CSEE) with four passes in non-religious subjects. Holder of Certificate of secondary education examination (CSEE)_with four passes in non-religious subjects and Possession of Technician Certificate in Business Administration/ Records, Archives and Information Management.

WELLCOME TO WESTERN TANGANYIKA COLLEGE

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For Deputy Principal Academic, Research and consultancy



