

EAST AFRICA COLLEGE OF BUSINESS



JOINING INSTRUCTIONS FOR SELECTED APPLICANTS FOR SEPTEMBER INTAKE 2025/2026

Please be informed that, you have been selected to join East Africa Collage of Business (EACB) to pursue various programmes under EACB Scholarship scheme or Private Sponsorship. We wish you a successfully future in this challenging task as we warmly welcome you to the College. You will pursue the programme identified in your letter of invitation to join the College.

LOCATION:

EAST AFRICA COLLEGE OF BUSINESS is located at VETA CHANG'OMBE ROAD . Plot No 27, Ibra Complex, Block 1

1.0. TRAVELING EXPENSES

Your sponsor or guardian or yourself shall be responsible for your traveling expenses to and from EACB throughout your studies.

2.0. MEDICAL EXAMINATION

First time students will only be admitted upon producing a satisfactory medical report of health fitness. You are therefore, requested to undergo a medical examination by a registered and competent Medical practitioner or from a Government Hospital before coming to the Institute. Medical Examination Forms are enclosed.

3.0. PRIVATELY SPONSORED STUDENTS

All first year students Under Private Sponsorship (other than those under EAST AFRICA SCHORALSHIP Scheme must fill in and submit Student's Sponsorship Declaration Forms before being registered.

4.0. On arrival, you are supposed to report to the Registrar's office for registration after submission of the following:-

- (a) Evidence of tuition and other fees payment
- (b) The letter of invitation to join the Institute
- (c) A duly filled Medical Examination Form
- (d) Original Academic Certificates and Certified Academic Transcripts where it is applicable, including two copies of each Academic Certificates
- (e) Original Birth Certificate with two copies
- (f) Caution Money

It is a criminal offence to submit false or forged academic documents. A student who will be found to have submitted forged certificates the registration to study at the Institute shall be revoked and the case shall be reported to the appropriate security bodies for further action.

5.0. SPONSORSHIP FEES:

5.1. Students joining different programmes have to be sponsored. Such sponsors Could either be the employers, Parent or Guardians, HESLB or Private. Paid fees are non- refundable. The fee structure is attached for guidance for appropriate planning and for your further action.

NOTE:

The fee structure shall be reviewed from time to time whenever the College finds it is necessary to do so in case there are fee structure changes students shall be notified in writing.

6.0. STUDENTS ORGANIZATION AT THE COLLEGE

6.1. There is a Students' Organization known as EACBSO (East Africa College of Business Students Organisation). This is an organ which coordinates and organizes all students' welfare and social activities at the Institute.

7.0. EACBSO Membership

Every student shall be a member of the East Africa Collage of Business Students' Organisation (EACBSO). Every member is obliged to pay membership fee of ten thousand Shillings (20,000/=) per annum.

8.0. RELEASE

Students sponsored by employers are required to produce written evidence from the employer that has been officially released to pursue the programme at the Collage. One should bring such evidence for use during the registration exercise.

9.0. GENERAL INFORMATION

9.1. During the registration and the entire period of the programme the College shall ensure the legality of the registered students. Registration can be nullified any time if it comes to our knowledge that, a student had cheated by submitting forged documents.

9.2. Cancellation of Admission

Failure to register within the first two weeks (10 working Days) after opening of the College shall lead to cancellation of your admission.

9.3. Identity Card

- (a) Each student is required to bring four (4) passport size photographs and pay Tshs. 20,000/= for an Identity Card.
- (b) Replacement of a lost Identity Card will be done upon paying ten thousand Shillings (Tshs.20,000/=) and submission of a Police loss report as an evidence of the incidence to the Dean of students' office.

9.4. CAUTION MONEY

All first year students are required to pay 20,000/= or 50USD (during registration) as caution Money. Caution money is non-refundable at the end of the programme.

9.5. Orientation Week

Every new student should attend the orientation programme that shall last for a week before commencement of the academic year. Also should attend Departmental orientation when organized.

9.6. Students are required to pay all financial obligations through control number which and Bank Account that will be provided by the College account.

9.7. Each student is required or rather strongly advised to have registered with National Health Insurance Fund prior to joining the College in order to cover day to day health matters. The cost for NHIF per student is 50400/= that is paid outside the college fees.

10.0. COLLEGE FACILITIES AND CONDITIONS FOR USE

10.1. The College has Library facilities, Computer Laboratories, Hostels, Workshops, and recreational facilities.

10.2. Selected applicants are informed that, the College does not have enough/adequate accommodation at the moment hence, they should be prepared to seek for **private accommodation** outside the College.

10.3. Students are advised to come with all necessary items for their studies e.g. exercise books, pens, calculators, Laptops, drawing boards and tracing pens, etc.

10.4. Medical treatment will be provided after the submission of National Health Insurance Fund (NHIF) card.

10.5. Students accommodated at the College hostels must observe rules and regulations pertaining to students conduct and discipline (by-laws). The Institute reserves the right of admission to the hostels.

10.6. Students are encouraged to participate fully in sports and games activities.

The Institute participates in various sports competitions: football, netball, basketball, volleyball, athletics and other indoor games. Students are advised to come with sports gear.

11.0. COLLEGE REGULATIONS

Being a student of the College you will be required to adhere to the Colleges regulations and by-laws listed hereunder:

- Examination Rules and Regulations
- Student's by laws
- Code of proper Dressing.

11.1. Student general conduct and general discipline

All students must observe general conduct and discipline as prescribed in the Students Handbook and other documents.

11.2. Industrial Training regulation

The College through the module lecturers will organize Industrial Training when it deems necessary. It is not the students' responsibility to demand for Industrial Training.

11.3. Review of Regulations

The College has regulations governing the use of Workshops, Library, Computer Laboratories, Classes and Sports facilities and Hostels. The College authority reserves the right for the interpretation of its rules, regulations and the right to change them as it may deem necessary.

11.4. Tuition Fees and Association Cost

The applicable tuition fee must be paid as Instructed by the Management. Students will only be able to pay tuition fee after they have been given admited by the College.

EAST AFRICA COLLEGE OF BUSINESS



PRINCIPAL,
East Africa College of Business
P.O. Box 20881
Dar es Salaam, Temeke

DATE

RE: ACCEPTANCE OF OFFER TO JOIN THE COLLEGE

I, whose particulars are as follows:

First Name: Middle Name:

Date of Birth:.....

Permanent Home Address:

Guardian/Next of Kin and His/Her Postal address:.....

..... Email Address:

Telephone Number:

I have read the College joining instructions and promise that I shall abide by them and therefore accept the offer to join the College.

Student's Signature:

Date:

EAST AFRICA COLLEGE OF BUSINESS**DATE**

PRINCIPAL,
East Africa College of Business
P.O. Box 20881

DAR ES SALAAM

Dear Sir,

**RE: DECLARATION TO SPONSOR A STUDENT AT THE
 EAST AFRICA COLLEGE OF BUSINESS**

We/I Will sponsor

Mr./Mrs./Miss.....

Who has been selected for admission into.....

(name of the programme at East Africa College of Business).

We/I promise to pay all his/her studentship fees and other costs as it shall deem necessary for the whole duration of the programme, in compliance to the joining instruction.

Yours faithfully

.....)

.....) Name, Signature and

.....) title of officer

(OFFICIAL STAMP)

Contact Address:-

Telephone:

Telefax:

E-mail:

EAST AFRICA COLLEGE OF BUSINESS



MEDICAL EXAMINATION FORM

SURNAME OTHER NAME.....
 AGE SEX.....
 MARITAL STATUS..... CITIZENSHIP.....

PERSONAL HISTORY:

Is the examinee suffering from any of the following? Indicate YES or NO.

- | | |
|-----------------------------------|---|
| 1 Tuberculosis..... | 15 Epileps..... |
| 2 Pneumonia..... | 16 Deformity..... |
| 3 Pleurisy..... | 17 Psychotic..... |
| 4 Asthenia..... | 18 Eye disorder..... |
| 5 Rheumatic fever..... | 19 Ear/nose or throat disorder..... |
| 6 Allergy Disorder..... | 20 Skin disease |
| 7 Heart disease..... | 21 Anaemia..... |
| 8 Gastric or duodenal..... | 22 Gynaecological disorder..... |
| 9 Recurrent indigestion..... | 23 Malaria or other tropical disease..... |
| 10 Jaundice..... | 24 Cholera..... |
| 11 Dysentery..... | 25 Major or minor Operation..... |
| 12 Varicose Veins..... | 26 Serious accidents |
| 13 Kidney or Urinary disease----- | 27 Any other serious disorder..... |
| 14 Diabetes..... | |

PHYSICAL EXAMINATION

- | | |
|---|--------------------------|
| 1 Height..... | 3 Weight..... |
| 2 Skin disease..... | 4 Eyes Conjunctivae..... |
| | Pupils |
| | Vision; Right..... |
| | Left |
| 5 Please state condition of ears; (If any discharges) Mouth and throat..... | |
| Nose..... | |

- 6 Any Abnormality.....
- 7 Cardiovascular System;
 Blood pressure; Systolic..... Diastolic.....
 Heart Any Murmur?.....
 Arteries and Veins.....
- 8 Abdomen..... Hernia.....
 Hydrocele.....
 Masses.....
 Liver.....
 Kidney.....
 Rectal.....
 Any clinical evidence of hyperacidity or gastric duodenal ulcer?.....

LABORATORY;

- 1 Urine; Albimun
 Sugar
 Lecucecytes.....
- 2 Stool; Special emphasis on Hookworm or Bilharzia.
- 3 Blood Examination; Hb level.....
 Neutrophils.....
 Eosinophilis.....
 Basophilis.....
 Lymphocytes.....
 Monoocytes.....
 ESR.....
- 4 X ray examination – Chest.....
- 5 Serology; Widal Test VDRL
- 6 Pregnancy Test

CONCLUSION

I have examined Mr./ Miss/ Mrs.....
 and consider that he/ she is/ not physically fit to be employed by the Institute.

REMARKS;.....

.....		
DATE	Signature	Name
.....		
Title	Qualification	

Address:

EAST AFRICA COLLEGE OF BUSINESS

TUITION FEES FOR VARIOUS PROGRAMS

ACADEMIC YEAR 2025/2026 SEPTEMBER INTAKE

1. TUITION FEES					
CERTIFICATES PROGRAMS			DIPLOMA PROGRAMS		
Tuition Fees (in TZS)	Other Contributions (in TZS)	TOTAL (in TZS)	Tuition Fees (in TZS)	Other Contributions (in TZS)	TOTAL (in TZS)
650,000.00	150,000.00	800,000.00	650,000.00	150,000.00	800,000.00
2. MODE OF PAYMENT					
INSTALLMENT	ITEMS	CERTIFICATE	DIPLOMA	DEADLINE FOR PAYMENT	
		BCICT, BCBA	DICT, DBA		
1 st Installment	Tuition Fees	500,000.00	500,000.00	During Registration	
	Registration	20,000.00	20,000.00		
	Quality Assurance (NACTVET)	20,000.00	20,000.00		
	Student ID	20,000.00	20,000.00		
	Caution money	20,000.00	20,000.00		
	Student Union	15,000.00	15,000.00		
	Examination Fee	30,000.00	30,000.00		
	Library Membership	15,000.00	15,000.00		
	Sport and Game	10,000.00	10,000.00		
	TOTAL:	650,000.00	650,000.00		
2 nd Installment	Tuition Fees	200,000.00	200,000.00	Before Test II of 1 st Semester	
	TOTAL:	200,000.00	200,000.00		
NOTE: All payment shall be paid through NMB BANK with Account Number 20710103548 and name of Account is EASTAFRICA COLLEGE OF BUSINESS and bring bank pay slip at the college for accounting and finance process.					