



Education for Building the Community  
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**JOINING INSTRUCTION FOR DIPLOMA PROGRAMS FOR ACADEMIC  
YEAR 2023/2024**

Name of the Student.....  
Course..... Intake.....  
Postal address.....Email .....Phone No.....  
DAY.....HOSTEL.....  
Morning Programme..... Evening Programme.....

**BUSINESS ADMINISTRATION AND COMMUNITY DEVELOPMENT (BA, CD).2023**

Dear prospective student, Congratulations!

It is a pleasure to inform you that you have been selected for certificate/Diploma course in .....Date of reporting .....at Wesley College in Mwanza City Nyamagana district. In order to commence your studies, you are required to report at the college on 02/10/2023 for registration. Please note that you are supposed to register within one week from the mentioned date, otherwise your selection shall be cancelled. The overall requirements and procedures for enrolment are indicated in this admission form. Please read them carefully.

The following are necessary conditions for admission

**1 Declaration regarding the course**

All candidates confirming acceptance of vacancies in this college must undertake to complete the course unless required to do otherwise by the college.

**2 Medical examination (Medical examination form the last page)**

Admission into the college is conditional upon a satisfactory medical reporting being received by the college. Students are therefore asked to undergo medical examination by a qualified medical professional.

### **3 Registration and course commencement**

Registration will start on **02/10/2023 and continue until 12/10/2023**. The course will commence 04/10/2023. If you cannot report on these dates for any reasons please inform us immediately, otherwise we shall assume that you have opted not to attend the course and the vacancy will be filled by other candidates/students

### **4 Requirements for Diploma program**

- 1 The candidate at least should have four (4) passes in any subject including pass mathematics and English subject for Business administration and any subject for community development.
- 2 The candidate should have NTA level 4 certificate in community development or Business administration with a GPA of 2.0 PASS or any other related program.
3. Two (2) passport size photographs taken recently for registration
4. National form four (4) certificate (or Result slip for those who completed in any year)
5. Birth certificate/affidavit
6. Leaving certificate
7. Any other relevant certificate supporting your qualification
8. Medical examination form
9. Bank slip after the payment

### **NOTE**

- Names to be registered are those appearing in your national form four certificate. No changes of names will be accepted after registration.
- Submission of forged certificate on any false documents is criminal offence.
- At the time of registration, all certificates must be original (not photocopy) any candidate without original certificate will not be registered.
- Foreign students should obtain a study permit from immigration office and results equivalent from NECTA

### **6. Discipline**

Student admitted to Wesley College are expected to observe and abide by the student by-laws of this college, examination regulations, and any other lawful orders given by the lecturers or any person in authority. Failure to observe or comply with any lawful order may lead to summary dismissal from the college.

## DIPLOMA FEE STRUCTURE PAYABLE TO THE WESLEY COLLEGE

### Mode of payment

All fees should be paid after obtaining an invoice from student's academic registrar.

All payment should be made at **CRDB BANK**, ACCOUNT NO: **0150271808100**,

ACCOUNT NAME: **WESLEY UNIVERSITY**.

WECOSO payment should be made at **CRDB BANK**, ACCOUNT NO. **0133646067300**

ACCOUNT NAME: **WECOSO**.

### **PAYMENTS**

*Fee must be paid in the following modes be qualification for registration.*

| INSTALMENT             | ITEM   | COST      | BUSINESS         | COMMUNITY | DEADLINE FOR PAYMENTS |
|------------------------|--|-----------|------------------|-----------|-----------------------|
| <b>FIRST SEMESTER</b>  | Tuition fee                                  | 500,000/= |                  |           |                       |
|                        | Quality Assurance Fee                        | 20,000/=  |                  |           |                       |
|                        | Examination                                  | 30,000/=  |                  |           |                       |
|                        | ID Card                                      | 5,000/=   |                  |           |                       |
|                        | T-shirts                                     | 10,000/=  |                  |           |                       |
|                        | Student Activity                             | 20,000/=  |                  |           |                       |
|                        | WECOSO Fee                                   | 20,000/=  |                  |           |                       |
|                        | Medical allowance per year                   | 50,400/=  |                  |           |                       |
|                        | <b>TOTAL</b>                                 |           | <b>655,400/=</b> |           |                       |
| <b>SECOND SEMESTER</b> | Tuition fee                                  | 500,000/= |                  |           |                       |
|                        | Graduation fee (must be paid in second year) | 50,000/=  |                  |           |                       |
|                        | <b>TOTAL</b>                                 |           | <b>550,000/=</b> |           |                       |

### **Indicative direct cost for certificate programs. Student should have/pay**

| INSTALMENT               | ITEM   | COST             | DEADLINE FOR PAYMENT |
|--------------------------|--------|------------------|----------------------|
| <b>FIRST INSTALMENT</b>  | Hostel | 200,000/=        |                      |
| <b>SECOND INSTALMENT</b> | Hostel | 200,000/=        |                      |
| <b>TOTAL</b>             |        | <b>400,000/=</b> |                      |

\*Contribution of sh 50,400/= shall be compulsory for students who do not have other **medical insurance** and shall be through our account number to **CRDB BANK**. In first semester

**NB:** It is expected that all sponsors will adhere to the above payment schedule. Failure to adhere to this schedule will amount to the respective sponsee to be barred from attending classes or sitting for test/examination.

I,....., do hereby declare that I have read and understood these Joining Instructions and promise to abide by the conditions specified therein. I also declare that all the documents/information I have submitted to the college are genuine and or true to the best of my knowledge.

Signature: .....Date: .....Place: .....

**STUDENT’S ACCEPTANCE OF ADMISSION TO WELSEY COLLEGE.**

I accept admission as a student for the 2022/2023 academic year at Wesley College in Mwanza. I promise that I will work hard during the course and I will continue with my studies at the college for the entire period of the course unless I am dismissed by the lecturer or any other person holding authority duty given to him by the Government Body of the college. I declare that I have committed no crime(s) which can disrupt my studies at Wesley College.

Full name:.....

Signature, .....

Witness by,.....

Relation.....

On behalf of.....

Date.....

**Employer’s /Sponsor’s Certificate**

We approve the Sponsorship of the above candidate to undertake the Certificate course and confirm that he/she will be released from duties to attend the course  
We further confirm that this /Company/Organization/Ministry/Family will sponsor the Student and pay the College fees. We also know that fees once paid will not be refunded under any circumstances.

Name .....

Signature .....

Relationship.....

Address.....

Date.....

## STUDENT DRESS CODE

### INTRODUCTION

Wesley College is like many other institutions of higher education. Learning is committed to nurture and empower students to emerge as educated, responsible, service-oriented and respected members of the society. The dress and manners of any student reflect the general image of an institution. With such realization, students are expected at all times to dress properly befitting the status of the College. In an effort to curb socially undesirable and indecent dressing, this dress code must be read and observed by all students.

### STUDENT'S DRESS CODE

Students are expected to appear neat, uphold high standards of conduct and behavior both on and off campus. They should portray moral and ethical behavior, conducting themselves with pride and respect.

#### Students are strictly not allowed to wear the following: -

- a) Jeans with holes
- b) Mesh type of see-through clothes
- c) Trousers hanging under the buttocks (Mlegezo)
- d) Very tight trousers, skirts, blouses
- e) Dress/skirts with excessive slit (mpasuo)
- f) Any dress that leaves the stomach, waist, chest, and or back open
- g) Shorts or skirts that do not cover the knees when seated
- h) Earrings for men
- i) Unbuttoned shirts
- j) Any type of dress that cover the entire face
- k) Pajamas, flip flops or slippers outside the residence halls
- l) Any kind of dressing that leaves underwear visible
- m) Any kind of dressing that leaves the breasts open/visible.
- n) Hats or caps worn back ward

..... (Student) accept the College Students' Dress Code and Disciplinary Measures for violating the dress code and I will accept any action taken by the College.

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STUDENT  
SIGNATURE

I ..... (Parent/guardian/sponsor)  
Of..... accept the College Students' Dress Code and Disciplinary  
Measures for violating the dress code and I will accept any action taken by the College  
Against a student.

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PARENT/GUARDIAN  
SIGNATURE

### STUDENT'S MEDICAL EXAMINATION FORM

NAME OF THE STUDENT (in full) .....  
Nationality.....Age.....Sex.....Marital Status.....

#### PERSONAL HISTORY

Has examine suffered from any of the following? If yes indicate data and diagnosis. If not  
please write "NO" in appropriate space.

- a) Tuberculosis .....
- b) Other respiratory diseases .....
- c) Cardiac Disease .....
- d) Gastro – Intestinal disease.....
- e) Renal or Genitor Urinary disease .....
- f) Syphilis or Gonorrhoea .....
- g) Emotional disease or psychosis .....
- h) Serious Injuries .....
- i) Allergies .....
- j) Any fits .....
- k) Leprosy .....

**PHYSICAL EXAMINATION**

1. Height ..... 2. Weight.....

Chest – Lungs

3. Heart.....

4. BP .....

Abdomen

Organs .....

Other Mass .....

Pregnancy .....

5. Skin disease .....

6. Eyes: Conjunctive ..... Pupils .....

Sight: Without glasses ..... Right ..... Left ..... Sight:

With glasses ..... Right ..... Left .....

7. ENT.....

**8. LAB INVESTIGATIONS**

a) ESR ..... WBC ..... B/S ..... Stool ..... Urine .....

b) S.T.I. ....

9. Any Physical challenges of the Prospective student plus the Doctors recommendations

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**DOCTOR’S RECOMMENDATIONS:**

I have examined Mr./Mrs./Miss .....and considered that he/she is FIT/NOT FIT to be enrolled as a student at WESLEY COLLEGE

Name of the Doctor.....

Title .....

Qualifications ..... (Official Stamp) Signature.....

Date: .....