KAPs COMMUNITY DEVELOPMENT INSTITUTE
P.O.BOX 11,
MAFINGA-IRINGA
REG NO PWF/047
Mobile Phone; +255 752 409 561, +255 754 639 555, +255755 905 278
Website: www.kapsinstitute.co.tz
Email address: infor@kapsinstitute.co.tz

APPLICATION FORM FOR BASIC CERTIFICATE AND DPLOMA PROGRAMMES IN COMMUNITY DEVELOPMENT, SOCIAL WORK AND AGRICULTURE PRODUCTION IN THE YEAR 2025/2026

NOTE:

1) The Institute offers three years course for Technician Certificate and Diploma (For form four leavers) and, two years for Diploma course (For form six leavers); One year diploma course to those who have successfully completed NTA LEVEL 4 & 5 from NACTIVET recognized Institutes
2) For agriculture course the institute offers three years, Admission requirement for Basic certificate (NTA LEVEL 4) those who are completed certificate of secondary Education Examination (CSEE) with at least two passes in science subjects such as (Agriculture, Physics, Chemistry, Biology, Mathematics, Geography, Engineering science and Nutrition) and two passes in other subjects.
3) This application form should strictly be used for **SEPTEMBER INTAKE 2025/2026** Academic Year only which starts in SEPTEMBER**, 2025**
4) Fill this form by **CAPITAL LETTERS** or **PRINT**

PART (A) TO BE COMPLETED BY APPLICANT

APPLICANT'S DETAILS;

S/N	**Student full name**	
1.	Form four index number	
2.	Year of completion	
3.	Name of Secondary school	
4.	Name of Primary school	
5.	Date of birth	
6.	Region	
7.	Male/Female	
9.	Country of residence	
10.	Your Phone number	
11.	Name of close relative and phone number	
12.	Type of relative	
13.	Postal Address	
14.	Region and District	
15.	Email address	
16.	Other certificate	

APPLICATION FEE FOR NACTVET STUDENT VERIFICATION IS 20,000/= TSHS

RETURN THIS APPLICATION FORM BEFORE 15/09/2025 TO THE ADMISSION OFFICE OR WHATSAPP **NUMBER. +255 745 349 405** OR **+255 752 409 561**

Programmes offered

Put a (√) where appropriate

	Name of course	Put (√)
1	Community development	
2	Social work	
3	Agriculture production	

FEE STRUCTURE FOR CERTIFICATE AND DIPLOMA OF COMMUNITY DEVELOPMENT PROGRAMME 2025/2026
Direct cost to Institute (Malipo ya moja kwa moja chuoni)

	FIRST SEMESTER		SECOND SEMESTER			TOTAL
ITEM →	Tuition fee	Examination fee	Tuition fee	Examination fee	Certification (Certificate and Transcripts)	
CERTIFICATE (NTA Level 4)	275,000	60,000	275,000	60,000	15,000	685,000
DIPLOMA (NTA Level 5 & 6)	325,000	60,000	325,000	60,000	15,000	785,000

FEE STRUCTURE FOR CERTIFICATE AND DIPLOMA OF SOCIAL WORK PROGRAMME 2025/2026
Direct cost to Institute (Malipo ya moja kwa moja chuoni)

	FIRST SEMESTER		SECOND SEMESTER			TOTAL
ITEM →	Tuition fee	Examination fee	Tuition fee	Examination fee	Certification (Certificate and Transcripts)	
CERTIFICATE (NTA Level 4)	325,000	75,000	325,000	75,000	15,000	815,000
DIPLOMA (NTA Level 5 & 6)	375,000	75,000	375,000	75,000	15,000	915,000

FEE STRUCTURE FOR CERTIFICATE AND DIPLOMA AGRICULTURE PRODUCTION PROGRAMME 2025/2026
Direct cost to Institute (Malipo ya moja kwa moja chuoni)

	FIRST SEMESTER		SECOND SEMESTER			TOTAL
ITEM →	Tuition fee	Examination and Outreach Activities fee	Tuition fee	Examination fee	Certification (Certificate and Transcripts)	
CERTIFICATE (NTA Level 4)	350,000	75,000	350,000	75,000	15,000	865,000
DIPLOMA (NTA Level 5 & 6)	400,000	75,000	400,000	75,000	15,000	965,000

1. The payments can be made in two installments or once
2. Once fee paid is not refundable.
3. KAPS Community development College has right to change the fee structure any time without prior notes.
4. Payments should be made through KAPs Community Development College through any CRDB branch in account number **0150242856100**, by name KAPs Community Development College
5. KAPS Community Development College is not responsible for direct costs to students such as meals, stationary, and field allowance. The sponsors are responsible for that **Costs**
6. Hostel service is available for Tshs 120,000/= per year (60,000 per semester) this amount is not included in the above fee.

Ndugu

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YAH: KUCHAGULIWA KUJIUNGA NA MAFUNZO YA MAENDELEO YA JAMII ☐/USTAWI WA JAMII ☐ / KILIMO ☐ KWA MWAKA WA MASOMO 2025/2026

1) Ninayo furaha kukutaarifu kuwa umepata nafasi ya kujiunga katika mafunzo ya taaluma ya **Maendeleo ya jamii/ Ustawi wa Jamii/Kilimo** ngazi ya Cheti / Diploma (NTA LEVEL 4/5/6). Mafunzo haya ni ya miaka mitatuna yatakuwezesha kupata Astashahada/Stashahada (Certificate/Diploma) katika fani hiyo. Utapata cheti baada ya kushiriki kikamilifu katika mafunzo ya nadharia darasani kwa muda wa miaka mitatu na mafunzo kwa vitendo (Field practical/ Research Practical).Ikiwa utafaulu vizuri ngazi hizi utaruhusiwa kuendelea na ngazi ya Shahada (Degree) katika Chuo chochote kinachotambulika na serikali.
2) Mafunzo yataendeshwa katika Chuo cha Maendeleo ya Jamii- **KAPs kilichopo Mafinga Mjini eneo la Kinyanambo C, chuo hiki kimesajiliwana NACTVET kwa namba ya usajili REG/PWF/047.**
3) Chuo kitafunguliwa tarehe **29/09/2025.** Unatakiwa uwe umefika chuoni k a b l a ya tarehe **25/10/2025.**
4) Unatakiwa uje na vitu vifuatavyo:-
   (i) Stakabadhi ya benki (pay in slip) ya malipo ya fedha za kugharamia mafunzo yako ya chuo kama inavyoonyeshwa kwenye kiambatanisho. Weka fedha hizo kwenye akaunti ya KAPs Community Development College **A/C NA. 0150242856100 CRDB bank,**
   (ii) Cheti halisi (original) cha kuhitimu kidato cha nne **AU** Statement of result
   (iii) Kwa wahitimu wengine walete cheti cha mafunzo yoyote yanayotolewa na VETA au na chuo chochote kinachotambulika na serikali na kutunukiwa National Vocational Award level three (NVA LEVEL 3)
   (iv) Ganibuti, Scientific calculator, koti 1 jeupe kwa ajili ya maabara na 1 dark bluu au ovaroli rangi ya bluu kwa ajili ya shamba, jembe, water cane na fyekeo (Slasher). **Hii ni kwa wanafunzi wa kozi ya Kilimo tu.**

MICHANGO MINGINE AMBAYO HAIJAJUMLISHWA KWENYE ADA

MCHANGO	**KIASI/ GHARAMA**
Tshirt za Chuo	15,000
Fedha ya serikali ya wanafunzi	10,000 (Ilipwe kwenye Acc No. 0152556386400 CRDB Benki kwa jina KAP's Institute Students Organization.
Fedha ya michezo	10,000
Kitambulisho	10,000
Vifaa vya usafi	5,000
Jumla	**50,000**

5) Malipo ya bima ya Afya ni 50,400 na uthibiti ubora ni 20,000 Malipo hayo ni ya lazima kwa kila mwanafunzi na yanalipwa kwa kila mwaka wa masomo kwa taratibu na sheria za serikali.
6) Gharama za usafiri wa kuja chuoni na kurudi nyumbani wakati wote ni jukumu la mzazi au mlezi/ mwanachuo mwenyewe
7) Katika juhudi za kuboresha mazingira ya chuo utatakiwa kushiriki kikamilifu katika shughuli za usafi wamazingira ya chuo.
8) Mwanachuo hataruhusiwa kuwa na vifaa vya umeme hostel kama vile pasi, heater, jiko, blender n.k na pia mwanachuo haruhusiwi kupika hostel na katika maeneo yoyote ya chuo.
9) Kama utahitaji huduma ya hostel toa taarifa mapema kabla ya kufika chuoni. Mahitaji ya hosteli ni pamoja na Godoro 2.5X6X3, Blanket mbili (2), shuka mbili (2), mto mmoja (Pillow) (1), ndoo moja (Lita Kumi), nguo za michezo (Track suit nyeusi) pamoja na limu moja (Ream paper).
10) Chakula kinapatikana katika migahawa iliyo karibu na mazingira ya chuo hivyo mwanachuo atatakiwa kuja na fedha za chakula nay a matumizi binafsi (Pocket money).
11) Mara ufikapo chuoni utapewa kanuni na taratibu za chuo na utapata fursa ya kuyafahamu mazingira ya chuo (Orientation), Zoezi hilo litafanyika kuanzia **Tarehe 01/ hadi 08/10/2025.**
12) Mavazi ya heshima kwa wanachuo wote ni lazima, Suruali za kubana, nguo fupi na zozote zinazoacha sehemu kubwa ya maungo wazi kama kifua, tumbo, mgongo n.k haziruhusiwi.
13) Endapo utahitaji ufafanuzi zaidi tafadhali wasiliana na Mkuu wa chuo kwa **S.L.P.11 Mafinga.**

Msajili: +255 745 349 405

Mkuu wa Chuo: +255 752 409 561

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MGHASE IMANUEL

MKUU WA CHUO- KAPs MAFINGA

UNAKARIBISHWA SANA KAPs CDI

PRINCIPAL KAPS COMMUNITY DEVELOPMENT INSTITUTE
07 JUN 2025
P.O.BOX 11 MAFINGA