



# BIST- BAGAMOYO AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY

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## JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2026/2027

Bagamoyo African Institute of Science and Technology (BIST) is a private insitution fully registered by NACTVET with registration number **REG/NACTVET/1185**.

### The college offers the following courses at Certificate and Diploma levels;

1. Accountancy - (ACC)
2. Banking And Finance – (BAF)
3. Accounting And Finance – (AcF)
4. Business Administration – (BA)
5. Transport and Supply Chain Management (TSCM) - (HESLB LOAN)
6. Animal Health and Production (AHP)- (HESLB LOAN)
7. Agriculture Production (AP) - (HESLB LOAN)
8. Veterinary Laboratory Technology (Bioscience and Laboratory Technology) (VLT) - (HESLB LOAN)

### I. GENERAL REQUIREMENTS FOR ALL PROGRAMS

On arrival at Bagamoyo African Institute of Science and Technology (BIST), all students must submit the following documents;

- i. Admission letter to BIST
- ii. Dully filled Medical Examination Form
- iii. Original Certificates of Secondary School Education/result slips
- iv. Birth certificate/Affidavit
- v. Identity cards and Travel Passports for foreigners
- vi. Four recent colored passport size photos
- vii. Bank Pay-in-Slip for tuition fees and other charges
- viii. One Ream (A4) at the beginning of first and second semesters

## II. REQUIREMENTS FOR HOSTEL STUDENTS

All boarding/hostel students must bring with them the following;

- i. Four bed sheets
- ii. One pillow
- iii. Two pillow cases
- iv. One mosquito net
- v. One plastic bucket
- vi. Towels
- vii. Open shoes/sandals and canvas shoes for casual stay

### NB:

- i. It is criminal offence to submit false or forged information/certificates/documents. Appropriate legal action will be taken against the offender.
- ii. Professional dressing code must be observed as per standards during class hours.
- iii. All other outfits after classes MUST be of good manner.

BAGAMOYO AFRICAN INSTITUTE  
OF SCIENCE AND TECHNOLOGY

**BIST**

*Transforming Minds*

### III. ADMISSION TO DIFFERENT PROGRAMS

S/N	PROGRAMS	ENTRY QUALIFICATION	BASIC REQUIREMENTS
1	<b>ANIMAL HEALTH AND PRODUCTION (AHP)</b>	Certificate of Secondary Education Examination (CSEE) with at least four passes in non-religious subjects including two passes in Biology, Chemistry, Physics, Mathematics, Geography and Agricultural Sciences OR National Vocational Award (NVA) III/Trade Test I in Animal Health and Production	i. Lab coat ii. Gumboots iii. Overall Available at a cost of 150,000/=
2	<b>AGRICULTURE PRODUCTION (AP)</b>	Certificate of Secondary Education Examination (CSEE) with at least four passes in non-religious subjects including two passes in Biology, Chemistry, Physics, Mathematics, Geography and Agricultural Sciences OR National Vocational Award (NVA) III/Trade Test I in Animal Health and Production	i. Lab coat ii. Gumboots iii. Overall Available at a cost of 150,000/=
3	<b>VERTERINARY LABORATORY TECHNOLOGY (VLT)</b>	Certificate of Secondary Education Examination (CSEE) with at least four passes in non-religious subjects including two passes in Biology, Chemistry, Physics, Mathematics, Geography and Agricultural Sciences OR National Vocational Award (NVA) III/Trade Test I in Animal Health and Production	i. Lab coat ii. Gumboots iii. Overall Available at a cost of 150,000/=

4	<b>ACCOUNTANCY (ACC)</b>	Certificate of Secondary Education Examination (CSEE) with at least four passes in non-religious	i. Scientific calculator ii. Professional dressing code
5	<b>BANKING AND FINANCE (BAF)</b>	Certificate of Secondary Education Examination (CSEE) with at least four passes in non-religious	i. Scientific calculator ii. Professional dressing code
6	<b>ACCOUNTING AND FINANCE (AcF)</b>	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	i. Scientific calculator ii. Professional dressing code
7	<b>TRANSPORT AND SUPPLY CHAIN MANAGEMENT (TSCM)</b>	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	i. Scientific calculator ii. Professional dressing code
8	<b>BUSINESS ADMINISTRATION (BA)</b>	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	i. Scientific calculator ii. Professional dressing code

#### IV. TUITION FEES FOR 2026/2027

TUITION FEE PER ANNUM		
COURSE		FOR Tshs
1.	Animal Health and Production (AHP)	Tshs 1,400,000/=
2.	Agriculture Production (AP)	Tshs 1,400,000/=
3.	Veterinary Laboratory Technology (VLT)	Tshs 1,400,000/=
4.	Banking And Finance (BAF)	Tshs 1,300,000/=
5.	Accounting And Finance (AcF)	Tshs 1,300,000/=
6.	Transport And Supply Chain Management (TSCM)	Tshs 1,300,000/=
7.	Accounting (ACC)	Tshs 1,300,000/=
8.	Business Administration (BA)	Tshs 1,000,000/=

#### OTHER CHARGES/PAYMENTS FOR 2026/2027

OTHER CHARGES			
		For (TSCM, ACC, AcF. BAF, BA)	FOR (AHP, AP, VLT)
DESCRIPTION		Tshs	Tshs
1.	Application form	30,000	30,000
2.	Registration fee per semester	10,000	10,000
3.	National Examination Fees	-	280,000
4.	NACTVET Quality Assurance and Verification Fees	35,000	35,000
5.	Hostel per year	300,000	300,000
6.	Medical Examination Form	10,000	10,000
7.	Medical fee per year (NHIF)	60,000	60,000
8.	Practicum & Field Attachment Fees	100,000	100,000
9.	Examination fee per Year	100,000	100,000
10.	Caution Money	100,000	100,000
11.	Identity Card (paid once)	10,000	10,000
12.	Students Union (BISTSO) Fee per year	20,000	20,000
13.	Learning kit		100,000
14.	Student Uniform (AHP, AP, VLT)	-	150,000
<b>TOTAL COST</b>		<b>775,000</b>	<b>1,305,000</b>

## FEE STRUCTURE FOR AP, AHP AND VLT

FEE STRUCTURE FOR AGRICULTURE PRODUCTION, ANIMAL HEALTH AND PRODUCTION & VETERINARY AND LABORATORY TECHNOLOGY					
DESCRIPTION	FIRST SEMESTER		SECOND SEMESTER		TOTAL
	1ST INSTALLMENT	2ND INSTALLMENT	3RD INSTALLMENT	4TH INSTALLMENT	
	MARCH/APRIL	20TH JUNE	SEPTEMBER/OCTOBER	30TH JANUARY	
DESCRIPTION					(TSHS)
Tuition Fee	350,000	350,000	350,000	350,000	1,400,000
Registration fee per semester	10,000				10,000
NHIF Fee	60,000				60,000
National examination fee	70,000	210,000			280,000
NACTVET Quality Assurance and Verification Fee	35,000				35,000
Practicum / Field Attachment & Supervision Fee		100,000			100,000
Application form	30,000				30,000
Examination fee per year	50,000		50,000		100,000
Students Union (BISTSO) Fee per Year	20,000				20,000
Identity Card (paid once)	10,000				10,000
Student uniform (Lab coat, Gumboot, Overalls)	150,000				150,000
Caution money (paid once)	100,000				100,000
Medical Examination Form	10,000				10,000
Hostel per Year	150,000	50000	100000		300,000
Learning Kit	100,000				100,000
Total cost to College	1,145,000	710,000	500,000	350,000	2,705,000

## FEE STRUCTURE FOR ACC, AcF, BAF AND TSCM

FEE STRUCTURE FOR ACCOUNTANCY, BANKING AND FINANCE, ACCOUNTING AND FINANCE AND TRANSPORT AND SUPPLY CHAIN MANAGEMENT					
DESCRIPTION	FIRST SEMESTER		SECOND SEMESTER		TOTAL
	1ST INSTALLMENT	2ND INSTALLMENT	3RD INSTALLMENT	4TH INSTALLMENT	
	MARCH/APRIL	30TH JANUARY	SEPTEMBER/OCTOBER	20TH JUNE	
DESCRIPTION					(TSHS)
Tuition Fee	325,000	325,000	325,000	325,000	1,300,000
Application form	30,000				30,000
Registration fee per semester	10,000				10,000
NACTVET Quality Assurance and Verification Fee	35,000				35,000
Hostel per Year	150,000	100000	50,000		300,000
Medical Examination Form	10,000				10,000
NHIF Fee	60,000				60,000
Practicum / Field Attachment & Supervision Fee	100,000				100,000
Examination fee per year	50,000	50000			100,000
Caution money (paid once)	100,000				100,000
Identity Card (paid once)	10,000				10,000
Students Union (BISTSO) Fee per Year	20,000				20,000
Total cost to College	900,000	475,000	375,000	325,000	2,075,000

## FEE STRUCTURE FOR BA

FEE STRUCTURE FOR BUSINESS ADMINISTRATION					
DESCRIPTION	FIRST SEMESTER		SECOND SEMESTER		TOTAL
	1ST INSTALLMENT	2ND INSTALLMENT	3RD INSTALLMENT	4TH INSTALLMENT	
	MARCH/APRIL	20TH JUNE	SEPTEMBER/OCTOBER	30TH JANUARY	
					(TSHS)
Tuition Fee	250,000	250,000	250,000	250,000	1,000,000
Application form	30,000				30,000
Registration fee per semester	10,000				10,000
NACTVET Quality Assurance and Verification Fee	35,000				35,000
Hostel per Year	150,000		150,000		300,000
Medical Examination Form	10,000				10,000
NHIF Fee	60,000				60,000
Practicum / Field Attachment & Supervision Fee	100,000				100,000
Examination fee per year	50,000		50,000		100,000
Caution money (paid once)	100,000				100,000
Identity Card (paid once)	10,000				10,000
Students Union (BISTSO) Fee per Year	20,000				20,000
Total cost to College	825,000	250,000	450,000	250,000	1,775,000

### MODE OF PAYMENT

All payments shall be paid through the following BIST Accounts;

#### TUITION FEES

Account Name: **BIST Tuition Fees**

Account Number: **015C000W76H00**

Bank Name: **CRDB**

#### OTHER PAYMENTS

Account Name: **BIST Miscellaneous Account**

Account Number: **015C000WBAT00**

Bank Name: **CRDB**

### NOTE:

- A. Bring original bank pay-in slip upon arriving to the college
- B. The fees are payable in full or in two installments at the beginning of each academic year/semester.
- C. Upon return of this form, bring the application fee (30,000) pay-in slip
- D. The following should be attached with the dully filled application form;
  - a. Photocopy of Certificate Secondary School Education Examination
  - b. Three colored passport size



**V. REQUIREMENTS FOR PAYMENTS OF SCHOOL FEES AND OTHER MISCELLANEOUS PROVISIONS.**

- i. Tuition fees: Payment should be paid **in full** at the beginning of each academic year or **in Two installments made at the beginning of each semester**
- ii. Hostel charges should be paid **in two installments** at the beginning of each semester.
- iii. Fees once paid will not be refunded if a student withdraws from/or leaves the College without prior permission from the Principal or is disqualified due to academic grounds or disciplinary issues.
- iv. Refund policy: **Fifty Percent (50%)** of Tuition Fees may be refunded if a student notifies the Principal's office to withdraw from the college within the first two weeks from the beginning of the academic year.
- v. Payment by Cheque, International Money Orders (IMO) etc is accepted prior to clearance by the bank.
- vi. There is no any payment through mobile money services. The College has no agents for fees or any other charges collection.
- vii. The bank original pay-in-slip should be submitted to the college accountant or cashier for receipt/acknowledgement.

**NOTE:** We strongly advise parents/guardians to pay through bank accounts and submit their prove of payment to BIST accountants.

**PARENTS/GUARDIAN DECLARATION**

I.....(**Parent/Guardian/Sponsor**) agree to comply with all College rules and regulations and I hereby promise to fully collaborate with BIST Management in assisting a student to abide with the rules and regulations.

**SIGNATURE**.....

**DATE:** ..... / ..... / .....



**Dr. Goodman Kashaija**

**PRINCIPAL**