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“Training for Better Life”

P.O. BOX 1104,

MBEYA,

TANZANIA.

CONTINUING EDUCATION PROGRAMMES (CEP)

JOINING INSTRUCTIONS FOR TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA PROGRAMMES FOR 2021/2022 ACADEMIC YEAR

Ref: No: TEKU/DIPLOMA/2021/2022/02

RE: ADMISSION AND JOINING INSTRUCTION FOR TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA PROGRAMMES (NTA LEVEL 5 AND NTA LEVEL 6) FOR 2021/2022 ACADEMIC YEAR

Congratulations for being selected to join Teofilo Kisanji University.

I am pleased to inform you that you have been admitted at Teofilo Kisanji University 2021/2022 academic year to pursue..... The Programme covers a period of **Two (2) Years**.

You are required to register **at the Registrar’s Office at Data Centre Unit** starting from **1st September 2021**. This offer is provisional as it is subject to satisfactory verification of required documents by the Registrar at the time of your formal registration.

1. Original Certificates of Secondary Education Examination.
2. Two up to date coloured passport size photographs indicating your name and
3. Programme of study at the back.
4. Original birth certificate.
5. Letter of confirmation from your sponsor, for those who are not self-sponsored.

Caution: It should be noted that it is an offence to submit false information.

In addition to the above information, all students should also carefully observe the following:

1. CORRESPONDENCE

All correspondences should be routed through the Registrar. You should also quote your programme of study and registration number as shown on your identity card.

2. ORIENTATION AND REGISTRATION

You are required to report at Teofilo Kisanji University for the orientation and registration which will be held from **1stSeptember 2021 to 8th September 2021.**

3. CHANGE OF NAMES

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their certificates.

4. POSTPONEMENT OF STUDIES

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problem or severe sponsorship problem. Postponement of studies should be done in writing to the Deputy Vice Chancellor Academic Affairs upon payment of postponement fee of **30,000.00.**

5. CONTACT

In case of any problems/questions or details, please contact the Office of Deputy Vice Chancellor Academic Affairs or Registrar.

6. FEE STRUCTURE FOR TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA PROGRAMMES (NTA LEVEL 5 AND NTA LEVEL 6).

Table 6.1:Fee structure for NTA level 5 and level 6

DIRECT COSTS TO THE UNIVERSITY	AMOUNT	
	LEVEL 5(TECHNICIAN CERTIFICATE)	LEVEL 6 (ORDINARY DIPLOMA)
Application Fee	10,000.00	10,000.00
NACTE verification fee	20,000.00	20,000.00
Registration fee	30,000.00	30,000.00
Tuition fee	900,000.00	900,000.00
Examination fee	50,000.00	50,000.00
Caution Money (Nonrefundable)	30,000.00	30,000.00
Identity Card	10,000.00	10,000.00
Field Practical Training	50,000.00	50,000.00
TEKU Development Fund	50,000.00	50,000.00
NACTE Quality Assurance Fee	15,000.00	15,000.00
Graduation fee	-	30,000.00
Transcript fee	30,200.00	30,200.00
Students Union Fee.	15,000.00	15,000.00
Nation Insurance Fund (NHIF)	50,400.00	50,400.00
TOTAL	1,260,600.00	1,290,600.00

NB: However a student is free to pay all fees for the semester or per academic year.

7. REGISTRATION (first installment)

Table 7.1:Registration will be made on payments of the following:-

DIRECT COSTS TO THE UNIVERSITY	(AMOUNT)	
	LEVEL 5(TECHNICIAN CERTIFICATE)	LEVEL 6 (ORDINARY DIPLOMA)
Application fee	10,000.00	10,000.00
Registration fee	30,000.00	30,000.00
NACTE verification fee	20,000.00	20,000.00
Tuition fee	225,000.00	225,000.00
Caution Money (Nonrefundable)	30,000.00	30,000.00
Identity Card	10,000.00	10,000.00
TEKU Development Fund	50,000.00	50,000.00
NACTE Quality Assurance Fee:	15,000.00	15,000.00
Students Union Fee (TEKUSO)	15,000.00	15,000.00
Nation Insurance Fund (NHIF)	50,400.00	50,400.00
TOTAL	455,400.00	455,400.00

8. CONTINUATION OF STUDIES

A student will continue with studies only after payment of the required amount quarterly as indicated in Table 8.1, 8.2 and 8.3; respectively.

Table 8.1: Second installment (A student is required to pay TZS. 275,000 at the end of December2021)

DIRECT COSTS TO THE UNIVESITY	AMOUNT	
	LEVEL 5(TECHNICIAN CERTIFICATE)	LEVEL 6 (ORDINARY DIPLOMA)
Tuition fee	225,000.00	225,000.00
Examination fee	50,000.00	50,000.00
TOTAL	275,000.00	275,000.00

Table 8.2:Third installment (A student is required to pay TZS. 275,000.00 at the beginning of second semester)

DIRECT COSTS TO THE UNIVERSITY	AMOUNT	
	LEVEL 5(TECHNICIAN CERTIFICATE)	LEVEL 6 (ORDINARY DIPLOMA)
Tuition fee	225,000.00	225,000.00
Field Practical Training	50,000.00	50,000.00
TOTAL	275,000.00	275,000.00

Table 8.3:Fourth instalment (A student is required to pay TZS 255,200 or TZS 285,200 at the end of April 2022)

DIRECT COSTS TO THE UNIVESITY	AMOUNT	
	LEVEL 5 (TECHNICIAN CERTIFICATE)	LEVEL 6(ORDINARY DIPLOMA)
Tuition fee	225,000.00	225,000.00
Graduation fee	-	30,000.00
Transcript fee	30,200.00	30,200.00
TOTAL	255,200.00	285,200.00

9. MODE OF PAYMENTS

All payments are to be made through deposits as indicated in Table 9.1

Table 9.1:Account number for Bank deposits

S/N	NAME OF BANK	BANK ACCOUNT NUMBER	PAYMENTS
1.	NMB	62206600021 – TEOFILO KISANJI UNIVERSITY	Fees & Other Contributions
2.	NMB	61001600928 – TEOFILO KISANJI UNIVERSITY STUDENT ORGANIZATION	Student Union (TEKUSO)
3.	NBC	016103001650 – TEOFILO KISANJI UNIVERSITY	Hostels – Accommodation NACTE Research Project Field Practical NHIF
4.	TPB	260207000088 – TEOFILO KISANJI UNIVERSITY	TEKU Development Fund

NB:All fees can be revised from time to time as per Council approval.


Remember to submit Bank pay in slip to the cashier for a University receipt. Pay-in slips must be presented to the Cashier for official/university receipts within five (5) days. Delay of submission of the pay-in slips to the cashier shall cost you **Tshs. 10,000.****Note:** The tuition fees shall be paid in four installments. Keep a copy of your pay in slip for the bank before submitting it to the cashier. *Please abide to the TEKU Financial Rules and Regulations.*

10. HOSTELS

		Cost Per Academic Year	Cost Per Semester
Hostels accommodation	Uzima hostels	180,000.00	90,000.00
	Hekima hostels	234,000.00	117,000.00
Hostel yearly maintenance fee		30,000.00	

NB: All students may stay in hostels and will be allocated rooms only after payment of Hostel accommodation and caution money.

We wish you an enjoyable stay at TEKU.


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REGISTRAR

FOR VICE CHANCELLOR.

Contact : 0768507929

