TEOFILO KISANJI UNIVERSITY

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"TRAINING FOR BETTER LIFE"

Ref. No: TEKU/ADL/ /2016 -16/07

Date: 4/10/ 2016

MR/ MS : ----------
P.O BOX ----------

TANZANIA.

RE: ADMISSION AND JOINING INSTRUCTIONS

FOR
2016/2017 ACADEMIC YEAR

Congratulations for joining Teofilo Kisanji University (TEKU)!

I am pleased to inform you that you have been admitted at Teofilo Kisanji University (TEKU) for the **2016/2017** Academic Year to pursue Programme of study leading to the award of…….
You are required to report at TEKU on **10th/OCTOBER/2016** for registration and orientation week which is planned from **11th/ OCTOBER/ 2016** to **15th OCTOBER 2016**. You are required to register within 2 weeks after the opening date. Late registration is subject to a penalty of Tshs. 50,000.00.

This offer is **provisional** as it is subject to satisfactory verification by the Office of Deputy Vice Chancellor Academic Affairs at the time of registration of the qualifications you have stated in the application forms.
For the purpose of registration, you must bring with you the following:-

1. Original Certificates of Secondary Education Examination, CCSEE, ACSEE or Diploma/Degree.
2. Two up-to-date coloured passport size photographs, with your name and course of study at the back.
3. Original Birth certificate or affidavit certificates.

Caution: *It should be noted that it is an offence to submit false information.*
In addition to the above information, you are also required to carefully observe the following:-

1. Official Correspondence

All correspondences of the University should be routed through your Head of department, and Dean of faculty. Also, you should quote your year of study, course and registration number as shown on your identity card.

2. Accommodation to Students

Students accommodated in the University campus will be required to pay prepaid rent of **(A) Tshs. 204,000.00 (B) Tshs. 150,000 plus Tshs. 30,000 as hostel**

caution money, for each category. This is in accordance with the contract forms that require the student to pay rent at the beginning of the year for the whole year. The prepaid rent will be effected at the Bursar's office where a student shall be given a receipt to be shown to the warden for allocation of rented premises after filling the contract forms. The paid rent is non refundable.

All first year students shall stay in the university hostels unless no vacancies are available. This is to assist our new students with assured accommodation and in a safe place.

3. Fees and other expenses:

The university will only register students who have produced evidence that will adequately prove payments of tuition fees during their course of study. All Tanzanian candidates who cannot meet the cost of their Education at the University ought to have filled the Loan Application forms provided by the Higher Education Students Loans' Board (HESLB). The tuition fee is 1, 600,000/= per year. You will be required to pay 565, 000/= at the beginning of the studies as follows:

Fees and other expenses for first part of the first semester

Registration will be made on payment of the following:

(i) Registration fee……... Tshs. 30,000.00
(ii) Caution money ……....Tshs. 30,000.00
(iii) Identity card ……..Tshs. 10,000.00
(iv) Tuition fees …… .. Tshs. 400,000.00 **(Advance)**
(v) Examination fee……Tshs. 40,000.00
(v) Student union …….. Tshs. 15,000.00
(vi) TEKU Development fund…. Tshs. 20,000.00
(vii) TCU Quality Assurance Fee Tshs. 20,000.00
Sub Total **Tshs. 565,000.00**

(viii) Accommodation

(a) **Category(New Hostel): -**
Amani, Hekima and Uzima Tshs. 234,000.00 + 565,000 =**799,000.00**
(b) **Category (Old Hostel**) Tshs. 180,000.00 + 565,000=**745,000.00**

You will have to complete the remaining 400,000/= Tshs for the semester before you do the semester examinations. You will be required to pay 800,000/= Tshs in the second semester.

NB: Each student ought to open a Bank Account prior to beginning studies at TEKU and present it to the Dean of Students during registration.

This fees should be deposited as indicated in the bank accounts bellow:

S/No.	Name of Bank	Bank Account Number
1.	NMB	6226600021 –Tuition fees
2.	CRDB	0150065895003
3.	NBC	016103001650
4.	STANBIC	9120000361737

Come with pay in slip to the cashier for a University receipt.
NB: No student shall be registered without payment of the set part of fee for 2016/2017.

4. SPECIAL FACULTY REQUIREMENTS FOR SCIENCE STUDENTS ONLY

i. Lab coats
ii. Calculators
iii. Mathematical set for physics students
iv. Cloves, Google and Mask for students majoring chemistry
iv. Dissecting Kit for students majoring Biology

5. CHANGE OF COURSE:

No student will be permitted to change the degree he/she has been selected to pursue without the approval of the Faculty and upon payment of a non-refundable fee of TShs. 30,000.00. The procedures for changing a course will be on condition that:

(i) There is a vacancy
(ii) The student has met the criteria and cut-off points used for selecting students to the course; and
(iii) The request is submitted not later than the Friday of the third week after the beginning of the first semester.

6. 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.

7. 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.

8. ABIDING TO THE UNIVERSITY RULES AND REGULATION

In order to maintain peace and harmony at the University, all admitted students are to abide to the University rules and regulations.

9. CONTACT

In case of any problems/questions, please contact the Office of the Director of Undergraduate Studies or the Dean of Students.

We wish you an enjoyable stay at TEKU.

Yours Sincerely,

Dr. Mosses, D.
Deputy Vice Chancellor Academic Affairs.

Cc:

- Vice Chancellor
- DVCPFA
- Dean, Faculty of ……
- Bursar
- Director, DUS

TEOFILO KISANJI UNIVERSITY: FEES STRUCTURE FOR THE UNDERGRADUATE DEGREE PROGRAMMES, 2015/2016 (excluding Bachelor of Divinity)				
TYPE OF COST	**YEAR I**	**YEAR II**	**YEAR III**	**TOTAL**
TANZANIANS				
ADMISSION COSTS				
Registration fee	30,000			30,000
SUB TOTAL	**30,000**			**30,000**
DIRECT COSTS				
Tuition Fee	1,600,000	1,600,000	1,600,000	4,800,000
Examination Fee	40,000	40,000	40,000	120,000
Caution Money	30,000	0	0	30,000
Identity Card	10,000	0	0	10,000
Student union	15,000	15,000	15,000	45,000
TEKU Development Fund	20,000			20,000
HEALTHY INSUARENCE(WITH HEALTHY INSUA. CARDS)	30,000	30,000	30,000	90,000
HEALTHY INSURANCE (WITHOUT HEALTHY INSUARENCE)	80,000	80,000	80,000	240,000
TCU Quality Assurance Fee	20,000	20,000	20,000	60,000
SUB TOTAL	**1845,000**	**1,785,000**	**1,785,000**	**5,085,000**
INDIRECT COSTS (Proposal but will highly depend on sponsor's capability)				
Accommodation and Meals	1,200,000	1,200,000	1,200,000	3,600,000
Books and Stationery	300,000	300,000	300,000	900,000
Internet Service	50,000	50,000	50,000	150,000
SUB TOTAL	**1,650,000**	**1,650,000**	**1,650,000**	**4,950,000**
GRAND TOTAL	**3,365,000**	**3,305,000**	**3,305,000**	**9,975,000**
SPECIAL FACULTY REQUIREMENTS				
Education Programmes	250,000	250,000	250,000	750,000
Arts, Commerce and Business Studies	300,000	300,000	300,000	900,000
Science programmes	400,000	400,000	300,000	1,200,000
OTHER FEES (mandatory depending on the student)				
Hostel Caution Money	30,000			
Studies Postponement Fee per Academic Year	30,000			
Change of Course per Semester	30,000			
Late Registration Fee per Semester	20,000			
Graduation Ceremony (*Hire of Graduation Gown*)			40,000	40,000
Graduation Ceremony (*Purchase of Graduation Gown*)			150,000	150,000

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

- **In Order to shun 'conmen' (matapeli) ensure that you deposit all fees you yourself and not through another person.**

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3.	NBC	016103001650
4.	STANBIC	9120000361737

Come with pay in slip to the cashier for a University receipt. Pay-in slips must be presented to the cashier for official/university receipt within five (5) days. *Note: The tuition fees shall be paid in four installments*