"Training for Better Life"

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JOINING INSTRUCTIONS FOR DIPLOMA IN THEOLOGY PROGRAMME FOR 2026/2027 ACADEMIC YEAR

Ref. No:_____ Date: _____

Rev/Mr/Mrs/Ms. ----------

P.O Box ----------

Tanzania.

RE: JOINING INSTRUCTIONS AND FEE STRUCTURE FOR DIPLOMA IN THEOLOGY (DTH) PROGRAMME FOR 2026/2027 ACADEMIC YEAR

Dear Student,

Congratulations on your admission to join ***Diploma in Theology*** (Blended/Conventional) programme at Teofilo Kisanji University (TEKU) for the 2026/2027 academic year. This document provides essential information to guide you as you prepare to begin your studies. You are strongly advised to read and follow these instructions carefully, particularly with regard to fee payments, as compliance is mandatory for successful registration.

1. Registration and Commencement of Classes

a) Registration will begin on 19th October, 2026 at the University campus.
b) Orientation Week will take place from 26th to 30th October, 2026, and classes will commence on 2nd November, 2026.
c) You are required to complete registration within two weeks from the opening date (19th October, 2026).
d) For registration, you must bring the following documents:
   i) Original academic certificates (CSEE or ACSEE);
   ii) Two recent passport-size photographs (with name and programme on the back);
   iii) Original birth certificate or National ID (NIDA) or Passport (for foreigners);
   iv) Letter of confirmation from your Sponsor or Referee
   v) A duly completed Medical Examination Form (Annex 1); and
   vi) Original payment receipts as proof of payment for the first instalment of fees and contributions. Registration will not be completed without this evidence. You are strongly advised to read the fee structure included in the Joining Instructions for your admitted programme carefully.

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

2. Official Correspondence

All correspondences with the University should be routed through your Head of Department, and Dean of Faculty. You should also quote your year of study, course and registration number as shown on your

identity card. For ONLINE/BLENDED LEARNING Students, you will need contact numbers for your Course Instructors.

3. Academic Advisor

Academic Advisor (AA) – Refers to an academic staff assigned the role to provide supervisory support to student to ensure that such student performs maximally in their academic and future professional obligation. By virtue of their roles, academic advisors serve as both guides and counsellors. Your academic advisor is Rev. Dr. M. Kategile (Cell Phone – 0757 827 125).

4. Accommodation to Students

a) Students accommodated on the University campus are required to pay rent in advance **TZS. 300,000.00 per year** for TEKU hostels, or **TZS 450,000** for Family Quarter apartments. This is in accordance with the tenancy agreement, which requires students to pay the full annual rent at the beginning of the academic year.

b) Payment is to be made using a **Control Number** provided, and the original payment receipt must be submitted to the Bursar's Office, where an official University receipt will be issued. This receipt must be presented to the Warden, along with the completed contract forms, for allocation of accommodation.

Please note: the rent paid is non-refundable.

c) All first-year students are advised to reside in University hostels, or Family Quarter apartments to ensure secure and reliable accommodation during their transition into university life.

5. Change of Programme

a) No student will be permitted to change/transfer the programme he/she has been selected to pursue without the approval of the Faculty and upon payment of a non-refundable fee of TZS. 30,000/-.
b) The procedures for changing a programme of study 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 registration period.

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 O-level 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 and upon payment of a postponement fee of TZS. 30,000/=

8. Abiding to the University Rules and Regulations

In order to maintain peace and harmony at the University, all admitted students are to abide to the University rules and regulations as contained in the University Prospectus, TEKUSO Constitution and By-laws.

9. Contact

In case of any problems/questions please contact the Office of the Registrar or the Dean of Students cell phone No. 0768 507929/ 0752 329 581 or your academic advisor.

10. Special Programme Requirements

In order to cope with the digital education, which will be implemented by the university in the learning process, students are urged to come with the following items to facilitate their studies:

a) Laptop with recommended specifications: minimum 4 GB RAM, 500 GB storage (**must for Blended optional for others**).
b) Smart Phone with a reasonably large storage capacity (**MUST for All)**
c) English (RSV) and Kiswahili Bibles
d) Worship Service documents (Liturgy and Hymn book)

11. Fee Structure for Programmes under the Department of Theology (DoTH)

The fee structure outlines the required payments for students enrolled in Diploma programmes under the Department of Theology. It includes direct university costs and indirect costs payable by the student or sponsor, as outlined in Table 11.1, with the corresponding payment installments detailed in Tables 11.2 to 11.4.

Table 11.1: Breakdown of Direct and Indirect Costs for Theology Programmes under the Department of Theology (2026/2027– 2027/2028) Academic Year

Category	**Item**	**Cost (TZS)**		**Total (TZS)**
		Year 1 (2026/2027)	*Year 2 (2027/2028)*	
Direct Costs (payable to the University via control number)	Tuition fee	700,000	700,000	1,400,000
	Examination Fee	100,000	100,000	200,000
	Registration fee	40,000	40,000	80,000
	Field Practical Training	100,000	-	100,000
	Caution Money	50,000	-	30,000
	Research Project Supervision Fee	-	100,000	100,000
	TCU Quality Assurance Fee	20,000	20,000	40,000
	Identity Card	10,000	-	10,000
	Faculty Requirement	100,000	100,000	200,000
	TEKU Development Fund	80,000	80,000	160,000
	Graduation fee	-	50,000	50,000
	Transcript Fee	-	30,200	30,200
Grand Total		**1,200,000**	**1,300,000**	**2,500,000**
	These payments below will be paid after arrival at the University			
Control Numbers will be provided by NHIF & TEKUSO	Health Insurance	50,400	50,400	100,800
	Student Union (TEKUSO)	15,000	15,000	30,000

Grand Total	**65,000**	**65,000**	**130,000**

Table 11.2: Breakdown of Direct and Indirect Costs for Year 1 of Diploma of Theology Programmes under the Department of Theology in 2026/2027 Academic Year

Direct Costs payable to the University		**Year 1**				
		1st Instalment	2nd Instalment	3rd Instalment	4th Instalment	**Total**
1	Registration fee	40,000				40,000
2	Tuition Fee	175,000	175,000	175,000	175,000	700,000
3	Caution money	50,000				50,000
4	Examination Fee		100,000			100,000
5	Field Practical Supervision Fee			100,000		100,000
7	TCU Quality Assurance Fee	20,000				20,000
8	Identity Card	10,000				10,000
9	Faculty Requirement	50,000		50,000		100,000
10	TEKU Development Fund	40,000		40,000		80,000
Subtotal		**385,000**	**275,000**	**365,000**	**175,000**	**1,200,000**
These payments below will be paid after arrival at the University						
13	Health Insurance	50,400				50,400
14	Student Union (TEKUSO)	15,000				15,000
Subtotal		**65,400**				**65,400**
Grand Total		**450,400**	**275,000**	**365,000**	**175,000**	**1,265,400**
NB: To be paid before		31st October, 2026	31st January, 2027	31st March, 2027	31st May, 2027	

Table 11.3: Breakdown of Direct and Indirect Costs for Year 2 of Diploma of Theology Programmes under the Department of Theology in 2027/2028 Academic Year

Direct Costs payable to the University		**Year 2**				
		1st Instalment	2nd Instalment	3rd Instalment	4th Instalment	Total
1	Registration fee	40,000				40,000
2	Tuition Fee	175,000	175,000	175,000	175,000	700,000
4	Examination Fee		100,000			100,000
6	Research Project Supervision Fee				100,000	100,000
7	TCU Quality Assurance Fee	20,000				20,000
9	Faculty Requirement	50,000		50,000		100,000
10	TEKU Development Fund	40,000		40,000		80,000
11	Graduation fee				50,000	50,000
12	Transcript Fee				30,200	30,200
Subtotal		**325,000**	**275,000**	**265,000**	**355,200**	**1,220,200**
Other Direct Costs						
13	Health Insurance	50,400				50,400
14	Student Union (TEKUSO)	15,000				15,000
Subtotal		**65,400**				**65,400**
Grand Total		**390,400**				**1,285,600**
To be paid before		31st October, 2027	31st January, 2028	31st March, 2028	31st May, 2028	
Total programme cost			Year 1 + Year 2	**1,265,400 + 1,285,600 = 2,551,000/=**		

NB:*All amounts are in Tanzanian Shillings (TZS) and reflect yearly and total costs payable by students.*

12. Indirect Costs (Incurred by Student/Sponsor)

In addition to the costs outlined in Table 11.1 and 11.2, students should anticipate other essential expenses not paid directly to the University, such as off-campus accommodation, meals, transport, learning materials, and personal upkeep. Students and their sponsors are advised to budget accordingly to ensure a smooth academic experience, with indicative estimates provided in Table 12.1.

Table 12.1: Indicative Estimates of Other Indirect Costs Incurred by Students/Sponsors (Not Payable to the University)

Item	**Indicative Estimates (TZS)**		
	Year 1 (2026/2027)	*Year 2 (2027/2028)*	**Total**
1. Meals allowance	2,400,000	2,400,000	4,800,000
2. Books and Stationery	300,000	300,000	600,000
3. Internet Services	120,000	120,000	240,000
4. Evangelism Outreach	100,000	100,000	200,0000
5. Research Project	-	600,000	600,000
Total	**2,920,000**	**3,520,000**	**6,440,000**

13. Important Payment Instructions

All payments at TEKU must be made using **Control Numbers** issued by the University. Students are strictly required to use these Control Numbers when making any payments, as outlined in Table 13.1. **Payments made without official Control Numbers will not be recognised and will not be credited to the student's account**.

Table 13.1: Official University Bank Accounts for Payment of Fees

S/N	Purpose	Amount to be paid	Control number Provider	Bank Name	Receiver's Account Name
1	Tuition Fee	As per each instalment (see Table 11.2 and 11.3)	Request a control number by calling TEKU Bursar's office, phone number **0763 509350**	CRDB	TEOFILO KISANJIUNIVERSITY FOR TUITION FEE
2	TEKUSO Fee	TShs. 15,000 (as in Table 3.1)	Control Number will be provided by TEKUSO on reporting (call Number **0623978224**)	NMB	TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION
3	Health Insurance	TShs. 50,400/= (as in Table 3.1)	Control Number will be provided by NHIF officer on reporting		NATIONAL HEALTH INSURANCE FUND
4	Hostels (Uzima, Hekima, and Amani)	TShs. 300,000/=	Request a control number by calling TEKU Bursar's office, phone number **0763 509350**	CRDB	TEOFILO KISANJI UNIVERSITY
5	Family Quarter Apartments	TShs. 450,000/=	Request a control number by calling TEKU Bursar's office, phone number **0763 509350**	CRDB	TEOFILO KISANJI UNIVERSITY

14. Hostels

The University offers on-campus hostels and family quarter apartments. For hostels, first priority is given to first-year students, who are strongly encouraged to reside on campus during their initial year of study. For Family Quarter Apartments, priority is given to those entering the second year of their studies. The annual hostel fee is TZS 300,000, and for Family Quarter apartments is TZS 450,000, payable in full at the beginning of the academic year using a Control Number. **Please note that there is no reservation fee, and all payments must be made strictly using a Control Number; payments made through any other means will not be recognised**. All students are required to reserve accommodation through the online application system accessible via the University website. Procedures to secure a Family Quarter Apartment can be obtained from the officers of the number given herein. For further assistance, please contact 0756093756 (for female hostels) or 0743 324 305 (for male hostels).

We wish you a fulfilling and enriching academic journey during your studies at TEKU.

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Prof. Tuli Kassimoto

Deputy Vice Chancellor Academic Affairs (DVCAA)