TEOFILO KISANJI UNIVERSITY

P.O. Box 1104,
Mbeya, Tanzania.
Tel.: 255 (0)25 2502682
Fax: +255 25 2503721
Mobile: +255 (0) 696 592252
Email: info@teku.ac.tz
Website: www.teku.ac.tz

"Training for Better L..."

JOINING INSTRUCTIONS AND FEE STRUCTUREFOR BACHELOR OF ARTS WITH EDUCATION (BAED) PROGRAMME FOR 2026/2027 ACADEMIC YEAR

Ref. No: ……... **Date**: ……....

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

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

Tanzania.

Dear Student,

Congratulations on your admission to join ***Bachelor of Arts with Education*** 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, ACSEE, or Diploma/Degree);
      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 (for sponsored students);
      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.

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 perform 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. W. Masiba (Cell phone – 0752 405 333).

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. 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 required to reside in University hostels 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 degree 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. Contacts

In case of any problems/questions please contact the Office of the Registrar (Cell Phone: 0768 507929) or the Dean of Students (Cell Phone: 0752 329 581) or your academic advisor.

10. Special Educational 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 4GB RAM, 500 GB storage (**optional**).
b) Smart Phone with reasonably large storage capacity (**MUST!)**

11. Fee Structure for Education and Social Sciences Programmes

The fee structure outlines the required payments for students enrolled in the Education and Social Science programmes. It includes direct university costs and indirect costs payable by the student or sponsor, as outlined in Table 11.1, with the corresponding payment instalments detailed in Tables 12.1 to 12.4.

Table 11.1: Breakdown of Direct and Other Costs for **Fist Year** Bachelor of Arts with Education (BAED) programme in 2026/2027 Academic Year

Direct Costs (payable to the University)		***Year 1***	***Year 2***	***Year 3***	***Total***
1	Registration Fee	40,000	40,000	40,000	120,000
2	Tuition Fee	1,200,000	1,200,000	1,200,000	3,600,000
3	Examination Fee	100,000	100,000	100,000	300,000
4	Simulation Teaching	50,000	50,000		100,000
	Research Project Supervision			100,000	100,000
	Field Teaching Practice			100,000	100,000
5	Caution Money	50,000			50,000
6	TCU Quality Assurance Fee	20,000	20,000	20,000	60,000
7	Identity Card	10,000		80,000	90,000
8	TEKU Development Fund	80,000	80,000	80,000	240,000
9	Faculty Requirement	100,000	100,000	100,000	300,000
	Graduation Fee			50,000	50,000
	Transcript			30,200	30,200
Total payable to the University		**1,650,000**	**1,590,000**	**1,900,200**	**5,140,200**
Indirect costs to be paid to TEKUSO and NHIF					
10	Health Insurance (NHIF)	50,400	50,400	50,400	100,800
11	Student Union (TEKUSO)	15,000	15,000	50,400	30,000
Grand Total		**1,715,400**	**1,655,400**	**2,001,000**	**5,271,000**

12. Instalments

The University will register only those students who provide sufficient evidence of tuition fee payment for the duration of their studies, as detailed in Tables 12.1 to 12.4. Students may opt to pay the full annual direct and indirect costs at once, as detailed in the attached fee structure (Table 11.1).

Table 12.1: Breakdown of Direct and Other Costs for **First Year** Bachelor of Arts with Education (BAED) programme in 2026/2027 Academic Year

Direct Costs (payable to the University)		**Cost (TZS)**				
		Year 1				
		1st Instalment	*2nd Instalment*	*3rd Instalment*	*4th Instalment*	***Total***
1	Registration Fee	40,000				40,000
2	Tuition Fee	300,000	300,000	300,000	300,000	1,200,000
3	Examination Fee		50,000		50,000	100,000
4	Simulation Teaching		25,000	25,000		50,000
5	Caution Money	50,000				50,000
6	TCU Quality Assurance Fee	20,000				20,000
7	Identity Card	10,000				10,000
8	TEKU Development Fund	40,000		40,000		80,000
9	Faculty Requirement	50,000		50,000		100,000
Subtotal		510,000	375,000	390,000	350,000	1,650,000
Indirect Costs to be paid to TEKUSO and NHIF						
10	Health Insurance (NHIF)	50,400				50,400
11	Student Union (TEKUSO)	15,000				15,000
Grand Total		**575,400**	**375,000**	**390,000**	**350,000**	**1,715,400**
NB: To be paid before		**31st Oct, 2026**	**31st Jan, 2027**	**31st Mar, 2027**	**31st May, 2027**	

Table 12.2: Breakdown of Direct and Other Costs for **Second Year** Bachelor of Arts with Education (BAED) programme in 2027/2028 Academic Year

Direct Costs (payable to the University)		**Cost (TZS)**				
		Year 2				
		1st Instalment	*2nd Instalment*	*3rd Instalment*	*4th Instalment*	***Total***
1	Registration Fee	40,000				40,000
2	Tuition Fee	300,000	300,000	300,000	300,000	1,200,000
3	Examination Fee		50,000		50,000	100,000
4	Simulation Teaching		25,000	25,000		50,000
5	TCU Quality Assurance Fee	20,000				20,000
6	TEKU Development Fund	40,000		40,000		80,000
7	Faculty Requirement	50,000		50,000		100,000
Subtotal		**450,000**	**375,000**	**390,000**	**350,000**	**1,590,000**
Indirect Costs to be paid to TEKUSO and NHIF						
8	Health Insurance	50,400				50,400
9	Student Union (TEKUSO)	15,000				15,000
Grand Total		**515,400**	**375,000**	**390,000**	**350,000**	**1,655,400**
NB: To be paid before		**31st Oct, 2027**	**31st Jan, 2028**	**31st Mar, 2028**	**31st May, 2028**	

Table 12.3: Breakdown of Direct and Other Costs for **Third Year** Bachelor of Arts with Education (BAED) programme in 2028/2029 Academic Year

Direct Costs (payable to the University)		**Cost (TZS)**				
		Year 3				
		1st Instalment	*2nd Instalment*	*3rd Instalment*	*4th Instalment*	***Total***
1	Registration Fee	40,000				40,000
2	Tuition Fee	300,000	300,000	300,000	300,000	1,200,000
3	Examination Fee		50,000		50,000	100,000
4	Field Teaching Practice			100,000	100,000	200,000
5	Research Project Supervision	100,000				100,000
6	TCU Quality Assurance Fee	20,000				20,000
7	TEKU Development Fund	40,000		40,000		80,000
8	Faculty Requirement	50,000		50,000		100,000
9	Graduation Fee				50,000	50,000
10	Transcript Fee				30,200	30,200
Subtotal		550,000	350,000	490,000	530,200	1,920,200
Indirect Costs to be paid to TEKUSO and NHIF						
	Health Insurance	50,400				50,400
	Student Union (TEKUSO)	15,000				15,000
Grand Total		**615,400**	**350,000**	**490,000**	**530,200**	**1,985,600**
NB: To be paid before		**31st Oct, 2028**	**31st Jan, 2029**	**31st Mar, 2029**	**31st May, 2029**	

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

13. Instalments

The University will register only those students who provide sufficient evidence of tuition fee payment for the duration of their studies, as detailed in Tables 11.1 to 11.3. Students may opt to pay the full annual direct and other costs at once.

14. Other Indirect Costs (Incurred by Student/Sponsor)

In addition to the costs outlined in Table 11, 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 14.1.

Table 14.1: Indicative Estimates of Other Indirect Costs Incurred by Students/Sponsors (Not Payable to the University)

S/N	INDIRECT COST PAYABLE TO STUDENT	Cost in Tsh – Year I	Cost in Tsh – Year II	Cost in Tsh – Year III	Total Cost in Tsh – 2 Years
1	Accommodation	264,000	264,000	264,000	792,000
2	Book allowance	500,000	500,000	500,000	1,500,000
3	Meals allowance	3,000,000	3,000,000	3,000,000	9,000,000
4	Field research fund	750,000	750,000	750,000	2,250,000
5	Stationary	500,000	500,000	500,000	1,500,000

6	Dissertation production			500,000	500,000
7	Internet services	300,000	300,000	300,000	900,000
	Total payable to Student direct	**5,314,000**		**5,814,000**	11,128,000

15. 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 14.1. **Payments made without official Control Numbers will not be recognized and will not be credited to the student's account**.

Table 14.1: Official University Bank Accounts for Payment of Fees

Item Description	Bank Name	Bank Account Number	Account Name
Direct Costs	CRDB	Obtain the Control Number from the Bursar's Office	TEOFILO KISANJI UNIVERSITY FOR TUITION FEE
NHIF & TEKUSO Pay via provided accounts	-	To be paid to NHIF and TEKUSO on arrival	-

16. Hostels

The University offers competitive on-campus hostels and gives priority to first-year students, who are strongly encouraged to reside on campus during their initial year of study. The annual hostel fee is **TZS 300,000**, 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. For further assistance, please contact 0756 093 756 (For Female Students) or 0743 324 305 (For Male Students).

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

.....

Prof. Tuli Kassimoto

Deputy Vice Chancellor Academic Affairs (DVCAA)