

## TEOFILO KISANJI UNIVERSITY



*“Training for Better Life”*

## CONTINUING EDUCATION PROGRAMMES UNIT (CEP)

**JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE PROGRAMMES  
FOR 2022/2023 ACADEMIC YEAR**

Ref: No: TEKU/CERTIFICATE/2022/2023/01

Name: .....

P.O. BOX .....

.....

**RE: ADMISSION AND JOINING INSTRUCTIONS FOR BASIC TECHNICIAN  
CERTIFICATE PROGRAMME,  
(NTA LEVEL 4) 2022/2023 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 (TEKU)

2022/2023 academic year to pursue .....

The Programme covers a period of One (1) Year.

You are required to register at the **Registrar’s office at Data Centre Unit** starting from

**3<sup>rd</sup> October 2022.** This offer is provisional as it is subject to satisfactory verification of your qualification required documents by the Registrar at the time of your formal registration.

For the purpose of registration, you must bring with you the following:

1. Original Certificates of Secondary Education Examination.
2. Two up- to- date coloured passport size photographs indicating your name and Programme of study at the back.
3. Original birth certificate.
4. 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 **3<sup>rd</sup> October 2022 to 15<sup>th</sup> October 2022.**

#### 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.

### 3. 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.**

### 4. 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 BASIC TECHNICIAN CERTIFICATE PROGRAMMES (NTA LEVEL 4)

*Table1: Amount required to pay per year.*

DIRECT COSTS TO THE UNIVERSITY	AMOUNT
Registration fee	40,000.00
NACTE Verification fee	20,000.00
Tuition fee	700,000.00
Students Union Fee.	15,000.00
Examination fee	40,000.00
Caution Money (Non Refundable)	30,000.00
Identity Card	10,000.00
Field Practical Training	50,000.00
TEKU Development Fund	20,000.00
NACTE Quality Assurance Fee:	15,000.00
Graduation fee	20,000.00
Transcript fee	30,000.00
<b>TOTAL</b>	<b>990,000.00</b>

**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;**

<b>DIRECT COSTS TO THE UNIVERSITY</b>	<b>AMOUNT</b>
Registration fee	40,000.00
Tuition fee	175,000.00
NACTE Verification fee	20,000.00
Caution Money ( Non Refundable)	30,000.00
Identity Card	10,000.00
TEKU Development Fund	50,000.00
NACTE Quality Assurance Fee:	15,000.00
Students Union Fee (TEKUSO)	15,000.00
<b>TOTAL</b>	<b>325,000.00</b>

## **8. CONTINUATION OF STUDIES**

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

**Table 8.1 second installment** (*A student is required to pay TZS 265,000 at the end of December 2022*)

<b>DIRECT COSTS TO THE UNIVERSITY</b>	<b>AMOUNT</b>
Tuition fee	175,000.00
Field Practical Training	50,000.00
Examination fee	40,000.00
<b>TOTAL</b>	<b>265,000.00</b>

**Table 8.2 Third installment** (*A student is required to pay TZS 175,000 at the end of February 2023*)

<b>DIRECT COSTS TO THE UNIVERSITY</b>	<b>AMOUNT</b>
Tuition fee	175,000.00

**Table 8.3 Fourth installment** (*A student is required to pay TZS 225,000 at the end of April 2023*)

<b>DIRECT COSTS TO THE UNIVERSITY</b>	<b>AMOUNT</b>
Tuition fee	175,000.00
Graduation fee	30,000.00
Transcript fee	30,200.00

<b>TOTAL</b>	<b>225,000.00</b>
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## 9. MODE OF PAYMENT

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

**Table 9.1. Account number for Bank deposits**

S/NO	NAME OF BANK	BANK ACCOUNT NUMBER	BANK NAME
1	CRDB	0150065895003 Tuition Fees and Other Contributions	TEOFILO KISANJI UNIVERSITY
2	NMB	61001600928 - Student union (TEKUSO)	TEOFILO KISANJI UNIVERSITY STUDENT ORGANIZATION

**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:

Hostels Accomodation		Cost Per Academic Year	Cost Per Semester
	Uzima hostels	180,000.00	90,000.00
	Hekima hostels	234,000.00	117,000.00
	Caution money	30,000.00	

**NB:** All students may stay in hostels and will be allocated rooms only after payment.

We wish you an enjoyable stay at TEKU.

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**REGISTRAR**

**FOR VICE CHANCELLOR.**

**Contact : 0768507929**



# TEOFILO KISANJI UNIVERSITY



*“Training for Better Life”*

## CONTINUING EDUCATION PROGRAMMES (CEP)

### **JOINING INSTRUCTIONS FOR TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA PROGRAMMES FOR 2022/2023 ACADEMIC YEAR**

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

Name:.....

P.O. BOX .....

.....

**RE: ADMISSION AND JOINING INSTRUCTION FOR TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA PROGRAMMES (NTA LEVEL 5 AND NTA LEVEL 6) FOR 2022/2023 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 2022/2023 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 **3<sup>rd</sup> October 2022**. 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 Programme of study at the back.
3. Original birth certificate.
4. 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:

#### **5. 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.

## 6. Orientation and Registration

You are required to report at Teofilo Kisanji University for the orientation and registration which will be held from **3<sup>rd</sup> October 2022**.

## 7. 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.

## 8. 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**.

## 9. 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.**

<b>DIRECT COSTS TO THE UNIVERSITY</b>	<b>LEVEL 5 (TECHNICIAN CERTIFICATE) (AMOUNT)</b>	<b>LEVEL 6 (ORDINARY DIPLOMA) (AMOUNT)</b>
NACTE verification fee	20,000.00	20,000.00
Registration fee	40,000.00	30,000.00
Tuition fee	900,000.00	900,000.00
Examination fee	50,000.00	50,000.00
Caution Money (Non refundable)	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
<b>TOTAL</b>	<b>1,180,000.00</b>	<b>1,200,000.00</b>

**NB: 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:-**

<b>DIRECT COSTS TO THE UNIVERSITY</b>	<b>LEVEL 5 (TECHNICIAN CERTIFICATE) (AMOUNT)</b>	<b>LEVEL 6 (ORDINARY DIPLOMA) (AMOUNT)</b>
Registration fee	40,000.00	30,000.00
NACTE verification fee	20,000.00	20,000.00
Tuition fee	225,000.00	225,000.00
Caution Money (Non refundable)	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
<b>TOTAL</b>	<b>405,000.00</b>	<b>395,000.00</b>

## 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 315,000 at the end of December 2022*).

<b>DIRECT COSTS TO THE UNIVESITY</b>	<b>LEVEL 5 (TECHNICIAN CERTIFICATE) (AMOUNT)</b>	<b>LEVEL 6 (ORDINARY DIPLOMA) (AMOUNT)</b>
Tuition fee	225,000.00	225,000.00
Field Practical Training	50,000.00	50,000.00
Examination fee	40,000.00	40,000.00
<b>TOTAL</b>	<b>315,000.00</b>	<b>315,000.00</b>

**Table 8.2 Third installment** (*A student is required to pay TZS 225,000.00 at the end of February 2022*)

<b>DIRECT COSTS TO THE UNIVERSITY</b>	<b>LEVEL 5 (TECHNICIAN CERTIFICATE) (AMOUNT)</b>	<b>LEVEL 6 (ORDINARY DIPLOMA) (AMOUNT)</b>
Tuition fee	225,000.00	225,000.00

**Table 1.4 Fourth installment** (*A student is required to pay TZS 255,000 or TZS 285,000 at the end of May 2022*)

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

## 9. MODE OF PAYMENT

All payments are to be made through deposits as indicated in Table 2

**Table 2: Account Numbers for Bank Deposits**

S/NO	NAME OF BANK	BANK ACCOUNT NUMBER	BANK NAME
1	CRDB	0150065895003 Fees and Other Contributions	TEOFILO KISANJI UNIVERSITY
2	NMB	61001600928 - Student union (TEKUSO)	TEOFILO KISANJI UNIVERSITY STUDENT ORGANIZATION

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## 10. HOSTELS:

Hostels Accomodation		Cost per academic year	Cost per semester
	Uzima hostels	180,000.00	90,000.00
	Hekima hostels	234,000.00	117,000.00
	Caution money	30,000	

**NB: All students may stay in hostels and will be allocated rooms only after payment**

We wish you an enjoyable stay at TEKU.

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**REGISTRAR**

**FOR VICE CHANCELLOR.**

**Contact : 0768507929**

