



*“Training for Better Life”*

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**CONTINUING EDUCATION PROGRAMMES (CEP)**

**JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE PROGRAMMES  
FOR 2023/2024 ACADEMIC YEAR**

Ref: No: TEKU/CERTIFICATE/2023/2024/01

MR/MS: .....

**RE: ADMISSION AND JOINING INSTRUCTIONS FOR BASIC TECHNICIAN  
CERTIFICATE PROGRAMME, (NTA LEVEL 4) 2023/2024 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 **BASIC TECHNICIAN CERTIFICATE IN**  
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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  
**2<sup>nd</sup> October 2023**. 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 colored 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 **2<sup>nd</sup> October 2023** to **15<sup>th</sup> October 2023**.

#### 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           |
| Transcript fee                 | 30,200.00           |
| Tuition fee                    | 700,000.00          |
| Examination fee                | 40,000.00           |
| Caution Money (Non Refundable) | 30,000.00           |
| Identity Card                  | 10,000.00           |
| Field Practical Training       | 50,000.00           |
| <b>Community Services</b>      | <b>50,000.00</b>    |
| TEKU Development Fund          | 50,000.00           |
| NACTE Quality Assurance Fee:   | 15,000.00           |
| Graduation fee                 | 30,000.00           |
| Students Union Fee.            | 15,000.00           |
| <b>TOTAL</b>                   | <b>1,080,200.00</b> |

**NB: 1. A student is free to pay all fees for the semester or per academic year**

## 7. REGISTRATION (first instalment)

**Table 7.1 Registration will be made on payments of the following;**

| DIRECT COSTS TO THE UNIVERSITY  | AMOUNT            |
|---------------------------------|-------------------|
| 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>355,000.00</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 290,000** at the end of December 2023)

| DIRECT COSTS TO THE UNIVERSITY | AMOUNT            |
|--------------------------------|-------------------|
| Tuition fee                    | 175,000.00        |
| Field Practical Training       | 50,000.00         |
| <b>Community Services</b>      | <b>25,000.00</b>  |
| Examination fee                | 40,000.00         |
| <b>TOTAL</b>                   | <b>290,000.00</b> |

**Table 8.2 Third installment** (A student is required to pay **TZS 175,000** at the end of February 2024)

| DIRECT COSTS TO THE UNIVERSITY | AMOUNT     |
|--------------------------------|------------|
| Tuition fee                    | 175,000.00 |

**Table 8.3 Fourth installment** (A student is required to pay **TZS 260,200** at the end of April 2024)

| DIRECT COSTS TO THE UNIVERSITY | AMOUNT            |
|--------------------------------|-------------------|
| Tuition fee                    | 175,000.00        |
| Graduation fee                 | 30,000.00         |
| <b>Community Services</b>      | <b>25,000.00</b>  |
| Transcript fee                 | 30,200.00         |
| <b>TOTAL</b>                   | <b>260,200.00</b> |

**9. MODE OF PAYMENT**

All payments are to be made through deposits as indicated in Table9.1.

**Table 9. 1. Account number 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 |

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

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

**10. HOSTELS**

| Hostels Accommodation |                | Cost Per Academic Year | Cost Per Semester |
|-----------------------|----------------|------------------------|-------------------|
|                       | Uzima hostels  | 210,000.00             | 105,000.00        |
|                       | Hekima hostels | 264,000.00             | 132,000.00        |

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

**11. INDIRECT COST**

**All students without Health Insurance card are required to pay Tsh. 50, 400/= to NHIF payment control number that will be provided on reporting day.**

We wish you an enjoyable stay at TEKU.

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**REGISTRAR**

**FOR VICE CHANCELLOR**

**Contact 0768 507 929**