



“Training for Better Life”

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3rd/09/ 2024

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

**RE: ADMISSION AND JOINING INSTRUCTION FOR UNDERGRADUATE,
ACADEMIC YEAR 2024/2025- ARTS AND SOCIAL SCIENCES AND
EDUCATION PROGRAMMES.**

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 **2024/2025** Academic Year to pursue Programme of study leading to the award of **Bachelor of Arts with Education (BAED)**-

You are required to report at TEKU on **14th October 2024-** for registration and orientation week which is planned from **14th October 2024 to 21st October 2024.** You are required to register within **2 weeks after the opening date.** Classes will begin on **28th October 2024.**

This offer is **provisional** as it is subject to satisfactory verification of your documents by the Office of Deputy Vice Chancellor Academic Affairs at the time of registration.

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

1. Original Certificates of Secondary Education Examination, CSEE, 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.
4. Letter of confirmation from your sponsor/parent /HESLB

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:-

a). Official Correspondence

All correspondences of 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.

b). 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 are both guides and counsellors. Your academic advisor is..... Room No.....

c).. Accommodation to Students

Students accommodated in the University campus will be required to pay prepaid rent of **(A) Tshs. 264,000.00 for Hekima and Aman Hostels per year (B) Tshs. 210,000 for Uzima Hostel**.per year. 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. Accommodation: - Hostel fee is paid in two semesters i.e. Tshs. 200,000 per Semester for Hekima and Aman hostel and Tshs 160,000/= for Uzima hostel

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.

5. CHANGE OF PROGRAMME.

No student will be permitted to change/transfer the degree he/she has been selected to pursue without the approval of the Faculty and upon payment of an un-refundable fee of Tshs.30,000.00. 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 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 which are available the University website- www.teku.ac.tz

8. 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 329581

9. FEE STRUCTURE FOR ARTS AND SOCIAL SCIENCES AND EDUCATION PROGRAMMES

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 1,200,000/=per year.

You will be required to pay **465,000/=** at the beginning of the studies as follows:
Fees and other expenses for first part of the first semester

a) REGISTRATION

Registration will be made on payment of the following:

Table 9.1: first instalment (A student is required to pay Tsh 495,000/= in October, 2024

	1st Year 1st Quarter	2nd Year 1stQuarter	3rdYear 1st Quarter
DIRECT COSTS TO THE UNIVERSITY			
Registration fee	40,000.00	30,000.00	30,000.00
Caution money	30,000.00	-	-
Identity Card	10,000.00	-	-
Tuition fees	300,000.00	300,000.00	300,000.00
Student union	15,000.00	15,000.00	15,000.00
TEKU Development fund	80,000.00	-	-
TCU Quality Assurance Fee	20,000.00	20,000.00	20,000.00
Sub Total	495,000.00	375,000.00	375000.00

b)CONTINUATION OF STUDIES .

A student will continue with Studies only after payment of the required amount on quarterly basis as Indicated in Table 9.2, 9.3 and 9.4 respectively.

Table 9.2: Second instalment (A student is required to pay Tsh 500,000 in December 2024.

	1st Year 2nd Quarter	2nd Year 2nd Quarter	3rd Year 2nd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	300,000	300,000	300,000
Field Practical/ Teaching Practice	100,000	100,000	-
Examination fee	100,000	100,000	100,000
TOTAL	500,000	500,000	400,000

c). Table 9.3: Third instalment (A student is required to pay Tsh 300,000 in February 2025)

	1st Year 3rd Quarter	2nd Year 3rd Quarter	3rdYear 3rd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	300,000	300,000	300,000
Research Project	-	100,000	-
TOTAL	300,000	400,000	300,000

d)Table 9.4: Fourth instalment (A student is required to pay Tsh 300,000 in April 2025)

	1 st Year 4 th Quarter	2 nd Year 4 th Quarter	3 rd Year 4 th Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	300,000	300,000	300,000
Graduation fee	-	-	40,000
Transcript fee	-	-	30,200
TOTAL	300,000	300,000	370,000

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

(ii) A student can pay all the tuition fee for the year. The fee structure per year is attached as Table 9.5

TABLE 9.5: FEE STRUCTURE FOR UNDERGRADUATE DEGREE STUDENTS (ARTS AND SOCIAL SCIENCES AND EDUCATION PROGRAMMES) FOR ACADEMIC YEAR 2024/2025

	TANZANIAN STUDENTS(TSHS)				INTERNATIONAL STUDENTS (USD \$)			
	YEAR I	YEAR II	YEAR III	TOTAL	YEAR I	YEAR II	YEAR III	TOTAL
ADMISSION COSTS								
Registration fee	40,000	30,000	30,000	90,000	14	14	14	42
Sub total	40,000	-	-	100,000	19	47	47	47
DIRECT COST TO UNIVERSITY								

Tuition fee*	1,200,000	1,200,000	1,200,000	3,600,000	522	522	522	1,566
Examination fee	100,000	100,000	100,000	300,000	44	44	44	132
Field Practical/Teaching Practice	100,000	100,000	-	200,000	44	44	18	88
Caution money	30,000	-	-	30,000	14	-	-	14

Research Project supervision fee	-	50,000	-	50,000	-	22	-	22
Identity card	10,000	-	-	10,000	5	-	-	5
Student union	15,000	15,000	15,000	45,000	7	7	7	21
Development fund	50,000	-	-	50,000	22	-	-	22
Health Insurance	50,400	50,400	50,400	151,200	50	50	50	150
TCU Q. A. fee	20,000	20,000	20,000	60,000	9	9	9	27
Transcript fee	-	-	30,000	30,000	-	-	14	14
Graduation fee	-	-	40,000	40,000	-	-	18	18
Grand total	1,645,400	1,565,400	1,515,000	1,415,200	717	690	744	2,295

INDIRECT COSTS (INCURRED BY STUDENT/SPONSOR)								
Meals and accommodation	1,200,000	1,200,000	1,200,000	3,600,000	522	522	522	1,566
Books and Stationeries	300,000	300,000	300,000	900,000	131	131	131	393
Research Project	-	100,000	-	100,000	-	-	44	44
Internet services	50,000	50,000	50,000	150,000	22	22	22	66
Sub total	1,550,000	1,650,000	1,550,000	4,750,000	675	675	719	2,269
SPECIAL PROGRAMME REQUIREMENTS								
Education and Arts programmes†	300,000	300,000	300,000	900,000	131	131	131	393
Sub total	300,000	300,000	300,000	900,000	131	131	131	393
GRAND TOTAL	1,850,000	1,950,000	1,850,000	5,650,000	806	806	806	2,462

10. BANK ACCOUNTS

These fees should be deposited as indicated in the following bank accounts.

S/NO	NAME OF BANK	BANK ACCOUNT NUMBER	BANK NAME
1	CRDB	Request control number from Bursars office	TEOFILO KISANJI UNIVERSITY FOR ALLPAYMENTS
2	NMB	Request control number from TEKUSO office	TEOFILO KISANJI UNIVERSITY STUDENT ORGANIZATION
3		Health Insurance Tsh.50,400	REQUEST CONTROL NUMBER FROM BURSARS OFFICE

HOSTELS:

Huduma ya Hosteli		Semesta ya kwanza	Semesta ya pili
	Hosteli za Uzima	Tsh 160,000.00	Tsh 50,000.00
	Hosteli ya Hekima /Amani	Tsh 200,000.00	Tsh 64,000.00

We wish you an enjoyable stay at TEKU

Dembele
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**REGISTRAR
FOR VICE CHANCELLOR.
Contact: 0768507929**

