

# TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

KURASINI AT THE JUNCTION OF KILWA/  
NELSON MANDELA ROAD

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DAR ES SALAAM

*All Correspondences to be*

*addressed to CEO - TIA*

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2021/2022

Mr/Ms

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## RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR POSTGRADUATE DIPLOMA PROGRAMMES

Congratulation for being selected to join TIA!

1. I am pleased to inform you that you have been selected to join TIA into one year **POSTGRADUATE DIPLOMA PROGRAMME** in .....  
You are required to report at **TIA.....Campus** on **18<sup>th</sup> October, 2021.**

2. **Fees structure for academic year 2021/2022 is as follows.**

	First semester	Second semester
<b>Amount Payable to TIA:</b>		
Tuition Fee(PGDA,PGDPLM,PGDBA,PGD PPM)	1,288,000	552,000
Tuition fee for <b>PGDFM</b>	1,403,000	552,000
Registration Fee	50,000	
TIASO	10,000	
FIELD WORK PROJECT PAPER (PGD-PPM, PGD-BA, PGDFM)	200,000	
Graduation costs	40,000	
Transcript, Statement/provisional result costs	20,000	
NHIF FEE (Mandatory for those not covered by any insurance scheme)	50,400	
<b>TOTAL</b>	<b>1,658 ,400(OTHERS)</b>	<b>552,000</b>
	<b>1,773,400 (PGDFM)</b>	

**Tuition fee for foreign students is USD 1300 per year, NHIF fee exclusive**

3. Accommodation is not guaranteed. Where provided, it will be on the basis of first come first served at rental charge of TSHS. 450,000 per year for Dar es Salaam campus (Kurasini hostels) and 120,000 per year for Dar es Salaam campus (Kijichi hostels). TSHS. 250,000 for Mbeya and Singida campuses per year. Hostel fee is paid on lump sum at the beginning of the academic year. **Payments should be made using control number after a room has been secured not otherwise.**

The following **RECOMMENDED ALLOWANCES** are payable to the student directly by the sponsor and are not included in the programme fee.

Category	Amount
o Meal Allowance	5,000,000
o Book Allowance	250,000
o Calculator	75,000
o Medical Allowance	150,000
<b>GRAND TOTAL</b>	<b>5,475,000</b>

4. Tuition fee amounting to TSHS 100,000/= and NHIF fee of 50,400 for those who have not been covered by any health insurance scheme should be paid using different control numbers which will be obtained at a respective campus to enable a candidate to proceed with registration. The remaining amount for semester one will be paid just after securing registration number.
5. Candidates are advised to obtain control number before making any payment. Control number can be obtained after logging in when conducting online registration. Candidates will make payment through NMB or CRDB banks OR through mobile networks such as M-Pesa, Tigo Pesa and Airtel Money using control numbers.

**A. Bank: Follow these steps to pay**

1. Record your control number and visit NMB or CRDB to make payments
2. Upon your arrival at any of the banks shown above, provide the control number to a teller to process the payment

**B. M-Pesa: Follow these steps to pay**

1. Dial \*150\*00#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payment)
4. Select 1 (Control Number)
5. Enter Reference Number (Enter Control Number Here)
6. Enter amount (Enter the amount you want to pay)

7. Enter Password (Enter your account Password)
8. Enter 1 (To agree)

**C. Tigo Pesa: Follow these steps to pay**

1. Dial \*150\*01#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payments)
4. Enter Reference Number (Enter Control Number)
5. Enter amount (Enter amount you want to pay)
6. Enter Password (Enter your account Password)

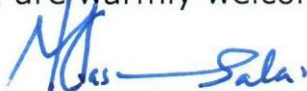
**D. Airtel money: Follow these steps to pay**

1. Dial \*150\*60#
2. Select 5 (Make Payments)
3. Select 3 (Government Payments)
4. Enter amount (Enter amount you want to pay)
5. Enter Reference Number (Enter Control Number)
6. Enter Password (Enter your account Password)

**NOTE**

- i. Fees once paid will not be refunded.
- ii. Expenses for meals, books, stationery, calculator and medical allowance have to be met by students' sponsors.
- iii. You are required to report for studies on **18<sup>th</sup> October, 2021**. Selected applicants who will report two weeks after beginning of studies will not be accepted for registration and will be advised to apply afresh for another academic year.
- iv. Upon arrival a candidate will have to officially complete the registration process as per the instructions which will be provided. Candidates are required to bring one recent passport size photograph, **originals** and **copies** of all academic certificates, result slips, or transcripts and a birth certificate. Any other relevant professional or academic certificate can also be presented.

You are warmly welcome.



Dr. Momole Kasambala

**Ag: CHIEF EXECUTIVE OFFICER**

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