



**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)**

**KURASINI AT THE JUNCTION OF KILWA/  
NELSON MANDELA ROAD**

**All Correspondences to be  
Addressed to CEO – TIA**

**TEL. Nos. 2851035, 2851036**

**MOBILE: 0625 777 744/0677 777 746(DSM/MBY/SGD/MWZ)**

**MOBILE: 0735 502 276 (MBY), 0765 099 375 (MWANZA)**

**FAX. No. 2851038**

**Direct Line 2851592**

**E-mail: tia@tia.ac.tz.**

**Website:www.tia.ac.tz**

**P.O. BOX 9522,  
DAR ES SALAAM.**

**2022/2023**

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**MR/MRS/MISS**

**RE: ADMISSION LETTER AND JOINING INSTRUCTION  
FOR BACHELOR DEGREE PROGRAMMES**

Congratulation for being selected to join TIA!

1. I am pleased to inform you that you have been selected to join TIA into a three-year Bachelor Degree programme in .....

You are required to report at TIA..... **Campus on 17<sup>th</sup> October, 2022.**

2. **Fees Structure for Bachelor Degree in Accountancy (BAC) in academic year 2022/2023** is as follows below:

<b>AMOUNT PAYABLE TO TIA</b>	<b>1<sup>ST</sup> SEMESTER</b>	<b>2<sup>ND</sup> SEMESTER</b>
• Tuition fees	938,000/=	402,000/=
• NACTE quality assurance fee	20,000/=	
• Registration fee	50,000/=	
• Transcript, statements/Provisional results costs.	20,000/=	
• TIASO	10,000/=	

**Tuition Fee for foreign students is US DOLLARS 900b per year, NHIF fee exclusive.**

• NHIF( mandatory for candidates who have not been covered by any health insurance scheme )	50,400/=	
<b>TOTAL</b>	<b>1,088,400</b>	<b>402,000</b>

3. Fees structure for Bachelor Degree in Procurement and Logistic management (**BPLM**), Bachelor of Business Administration (**BBA**), Bachelor of Human Resource Management (**BHRM**), Bachelor of Marketing and Public Relations (**BMPR**), Bachelor of Public Sector Accounting and Finance (**BPSAF**) academic year 2022/2023 is as follows:

<b>AMOUNT PAYABLE TO TIA</b>	<b>1<sup>ST</sup> SEMESTER</b>	<b>2<sup>ND</sup> SEMESTER</b>
• Tuition fees	868,000/=	372,000/=
• NACTE quality assurance fee	20,000/=	
• Registration fee	50,000/=	
• Transcripts, Statements/provisional results cost.	20,000/=	
• TIASO	10,000/=	
• NHIF(mandatory for candidates who have not been covered by any health insurance scheme)	50,400/=	
<b>TOTAL</b>	<b>1,018,400/=</b>	<b>372,000</b>

**Tuition Fee for foreign students is US DOLLARS 900 per year, NHIF fee exclusive.**

#### **YEAR 1 BAC**

<b>Semester Break-down</b>	<b>Tuition Fee Amount (%)</b>	<b>Cumulative Tuition Fee Amount (%)</b>
Before Sitting for the first "Continuous Assessment Test" (TEST 1)	80% (TZS 321,600.00)	20% (TZS 80,400.00)
Before Sitting for the second "Continuous Assessment Test" (TEST 2)	20% (TZS 80,400.00)	100% (TZS 402,000.00)

**YEAR 1 -  
BPLM,BBA,BPSAF,BMPR  
& BHRM**

<b>Semester Break-down</b>	<b>Tuition Fee Amount (%)</b>	<b>Cumulative Tuition Fee Amount (%)</b>
Before Sitting for the first "Continuous Assessment Test" (TEST 1)	80% (TZS 297,600.00)	20% (TZS 74,400.00)
Before Sitting for the second "Continuous Assessment Test" (TEST 2)	20% (TZS 74,400.00)	100% (TZS 372,000.00)

**YEAR 2 - BAC**

<b>SEMESTER BREAK-DOWN</b>	<b>TUITION FEE AMOUNT (%)</b>	<b>CUMULATIVE TUITION FEE AMOUNT (%)</b>
Before Sitting for the first "Continuous Assessment Test" (TEST 1)	80% (TZS 273,600.00)	20% (TZS 68,400.00)
Before Sitting for the second "Continuous Assessment Test" (TEST 2)	20% (TZS 68,400.00)	100% (TZS 342,000.00)

**YEAR 2 - BPLM,BBA,BPSAF,BMPR & BHRM**

<b>SEMESTER BREAK-DOWN</b>	<b>TUITION FEE AMOUNT (%)</b>	<b>CUMULATIVE TUITION FEE AMOUNT (%)</b>
Before Sitting for the first "Continuous Assessment Test" (TEST 1)	80% (TZS 273,600.00)	20% (TZS 62,400.00)
Before Sitting for the second "Continuous Assessment Test" (TEST 2)	20% (TZS 62,400.00)	100% (TZS 249,600.00)

4. 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. **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.**

Candidates are advised to obtain control number before making any payment (**different control numbers for payment of tuition fee, hostel fee and NHIF fee**). Control number will be obtained at a respective campus after reporting for 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 **17<sup>th</sup> October, 2022**. Selected applicants who will report two weeks after commencement of studies will not be accepted for registration and will be advised to apply afresh for another academic year.
- iv. Selected candidates are allowed to transfer from one course to another or across TIA Campuses (Dar es Salaam, Mbeya, Mwanza and Singida) depending on availability of slots in a preferred programme and possession of required minimum entry requirements specific for the programme as indicated in the TCU guidebook.
- v. Upon arrival a candidate will have to officially complete the registration process as per the directions 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.



*Prof: William Amos Pallangyo*  
**CHIEF EXECUTIVE OFFICER**