



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

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

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

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

2022/2023

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 17th October, 2022.**
2. **Fees Structure for Bachelor Degree in Accountancy (BAC) in academic year 2022/2023 is as follows below:**

AMOUNT PAYABLE TO TIA	1 ST SEMESTER	2 ND SEMESTER
• 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/=	
• NHIF(mandatory for candidates who have not been covered by any health insurance scheme)	50,400/=	
TOTAL	1,088,400	402,000

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

3. 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
4. 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:

AMOUNT PAYABLE TO TIA	1ST SEMESTER	2ND SEMESTER
• 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/=	
TOTAL	1,018,400/=	372,000

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

YEAR 1 BAC

Semester Break-down	Tuition Fee Amount (%)	Cumulative Tuition Fee Amount (%)
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**

Semester Break-down	Tuition Fee Amount (%)	Cumulative Tuition Fee Amount (%)
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

SEMESTER BREAK-DOWN	TUITION FEE AMOUNT (%)	CUMULATIVE TUITION FEE AMOUNT (%)
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

SEMESTER BREAK-DOWN	TUITION FEE AMOUNT (%)	CUMULATIVE TUITION FEE AMOUNT (%)
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)

5. 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

6. 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 **17th 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