



**TANZANIA INSTITUTE OF ACCOUNTANCY
(TIA)**

KURASINI AT THE JUNCTION OF KILWA/
NELSON MANDELA ROAD
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P.O. BOX 9522
DAR ES SALAAM.

2022/2023

MR/MRS/MISS

**RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR BASIC TECHNICIAN
CERTIFICATE PROGRAMMES**

Congratulation for being selected to join TIA!

1. I am pleased to inform you that you have been selected for a one-year Certificate Course inand you are required to report at TIA Campus as from 17th October 2022.
2. **FEE STRUCTURE FOR ACADEMIC YEAR 2022/2023 is as follows below:**

AMOUNT PAYABLE TO TIA:	FIRST SEMESTER	SECOND SEMESTER
o Tuition Fee	623,000	267,000
o NACTE Quality Assurance Fee	15,000	
o Registration Fee	50,000	
o Provisional Results, Statements of Results & Transcripts Costs.	20,000	
o TIASO Contribution	10,000	
o Graduation Costs	25,000	
o NHIF FEE (mandatory for candidates who have not been covered by any health insurance scheme)	50,400	
o TOTAL	793,400	267,000

Fee for foreign students is US DOLLARS 700

CERTIFICATE

SEMESTER BREAK-DOWN	TUITION FEE AMOUNT (%)	CUMULATIVE TUITION FEE AMOUNT (%)
Before Sitting for the first "Continuous Assessment Test" (TEST 1)	80% (TZS 213,600.00)	20% (TZS 53,400.00)
Before Sitting for the second "Continuous Assessment Test" (TEST 2)	20% (TZS 53,400.00)	100% (TZS 267,000.00)

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. Accommodation is not guaranteed. Where provided, it will be on the basis of first come first served at an annual rental charge of **TSHS. 450, 00(Dar es salaam- campus hostels and TSHS. 250,000** for Mbeya, Singida and Mtwara Campuses payable in lump sum at the beginning of the academic year. After secure a room, student should complete **Payment using control number.**
5. 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 generated after logging in with your admission number into TIA student management information system in the process of 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 obtained 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 beginning of studies will not be accepted for registration
- iv. Selected candidates allowed transferring from one course to another depending on availability of slots in a preferred programme and possession of required minimum entry requirements specific for the programme. Transfer will be subject to NACTVET directives.

- iv. 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