



## **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  
FAX. No. 2851038  
Direct Line 2851592  
E-mail: [tia@tia.ac.tz](mailto:tia@tia.ac.tz)  
Website: [www.tia.ac.tz](http://www.tia.ac.tz)

P.O. BOX 9522,  
DAR ES SALAAM.

2022/2023

---

Mr/Miss/Mrs/Ms

### **RE: ADMISSION LETTER AND JOINING INSTRUCTION FOR DIPLOMA PROGRAMMES**

Congratulation for being selected to join TIA!

1. I am pleased to inform you that you have been selected for a two-year Diploma Programme in .....and you are required to report at TIA.....Campus as from 17<sup>th</sup> October, 2022.
2. **FEES STRUCTURE FOR ACADEMIC YEAR 2022/2023** is as follows below:

<b>FIRST YEAR</b>		
	<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
Amount Payable to TIA:		
o Tuition Fee	693,000	297,000
o NACTE Quality Assurance Fee	15,000	
o Registration Fee	50,000	
o Provisional Results, Statements of Results & Transcripts Costs.	20,000	
o Graduation Cost	25,000	
o TIASO Contribution	10,000	

○ NHIF FEE (mandatory for candidates who have not been covered by any health insurance scheme)	50,400	
○ TOTAL	863,400	297,000
<b>SECOND YEAR</b>		
	<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
○ Tuition Fee	693,000	297,000
○ NACTE Quality Assurance Fee	15,000	
○ Registration Fee	20,000	
○ Provisional Results, Statements of Results & Transcripts Costs.	20000	
○ TIASO Contribution	10,000	
○ Graduation Cost	25,000	
○ NHIF FEE (mandatory for candidates who have not been covered by any Health Insurance Scheme)	50,400	
○ TOTAL	833,400	297,000

**Fee for foreign students is US DOLLARS 800 per year, NHIF fee exclusive**

#### **DIPLOMA YEAR 1**

<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 237,600.00)	20% (TZS 59,400.00)
Before Sitting for the second "Continuous Assessment Test" (TEST 2)	20% (TZS 59,400.00)	100% (TZS 297,000.00)



## DIPLOMA YEAR 2

SEMESTER BREAK-DOWN	TUITION FEE AMOUNT (%)	CUMULATIVE TUITION FEE AMOUNT (%)
Before Sitting for the first "Continuous Assessment Test" (TEST 1)	80% (TZS 237,600.00)	20% (TZS 59,400.00)
Before Sitting for the second "Continuous Assessment Test" (TEST 2)	20% (TZS 59,400.00)	100% (TZS 297,000.00)

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 rental charge of **TZS.450,000/-** per year for Dar es Salaam campus, **TZS. 250,000/-** for Mbeya and Singida campuses per year. Hostel fee is paid on 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 and hostel fee**). Control number will be generated after logging in with your admission number into TIA student's management information system in the process of 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 obtained control numbers.
6. Expenses for meals, books, stationery, calculator and medical allowance have to be met by students' sponsors.

### 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 **17<sup>th</sup> October, 2022**. All selected applicants must report at the Institute not later than TWO WEEKS after commencement of studies.
- iv. Selected candidates are allowed to transfer 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.

- v. Upon arrival candidates will 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, **active result slips, or transcripts** and a birth certificate.

You are warmly welcome.



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