"Education for Efficiency"

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

KURASINI AT THE JUNCTION OF KILWA/
NELSON MANDELA ROAD
All Correspondences to be
addressed to **CEO - TIA**
TELEPHONE NO. 022-2851035/36
 KILWA/NELSON MANDELA ROAD,
FAX. NOS: 051 – 2851038
E-mail: tia@tia.ac.tz
Website:www.tia.ac.tz

P.O. BOX 9522,
DAR ES SALAAM

2022/2023

Mr/Mrs/Ms.

....

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 for one year course in

POSTGRADUATE DIPLOMA IN ....

and you are required to report

TIA..**Campus**, as from **17ᵗʰ October**
2022.

2.   **Fees Structure for academic year 2022/2023** is as follows below:

	FIRST SEMESTER	SECOND SEMESTER
Amount Payable to TIA:		
Tuition Fee	1,288,000	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	
TOTAL	**1,658 ,400**	**552,000**

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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** for Dar es Salaam campus and **Tshs. 250,000** for Mbeya & Singida campuses per annum payable in lump sum at the beginning of the academic year. **Payments should be made using control number after a room has been secured**.

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. Candidate shall be required to pay **30%** of semester fee to be allowed to attend classes. Candidate should further **30%** to be eligible to seat for Test One. The remaining amount of tuition fee equal to **40%** of semester one fee should be fully paid before commencement of Test Two.

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 **18ᵗʰ October 2022.** 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 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