

**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)**

SEPUKA ROAD

P.O. BOX 388,

All correspondence should be addressed to:

SINGIDA

Campus Director,

TEL : No. 026-2502125

FAX :No. 026- 2502844

Website:www.tia.ac.tz

Email: tiasingida@tia.ac.tz

2023/2024

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

**MR/MRS/MISS.....**

Congratulation for being selected to join TIA!

I am pleased to inform you that you have been selected for a one-year Certificate Course in .....and you are required to report at **TIA – Singida Campus** as from **16<sup>th</sup> October 2023**. Selected applicants who will report **TWO WEEKS** after beginning of studies will not be accepted for registration.

**GENERAL INSTRUCTIONS**

The following instructions are provided to guide you. You are therefore requested to read them very carefully before you come to the Tanzania Institute of Accountancy.

**1. TIA CAMPUSES**

Tanzania Institute of Accountancy has Six Campuses strategical located in Dar es Salaam, Singida, Mwanza, Mbeya, Mtwara and Kigoma. The Dar es Salaam serves as the Institute's headquarter. The Institute is expected to open on **17<sup>th</sup> October 2023** for all students. More information will be given on arrival.

**2. MEDICAL EXAMINATION**

You will be required to go for medical examination at any Government hospital/health center or any hospital recognized by the National Health Insurance Fund. You will therefore have to fill in medical examination form which will be presented for registration.

**3. REGISTRATION**

You will be required to register formally before commencement of classes in order to become a student of the Institute. The following are requirements for registration:-

**a) Academic Documents**

Original certificates and transcripts of your general education (Form IV and Form VI or equivalent), professional training (where applicable), and any other relevant documents which were presented with your application.

**b) Proof of identity**

Bring with you the following documents:-

- Admission letter (download from your application account)
- Three passport size photographs
- Passport (if you are a foreign student)
- Study permit (for foreign student)
- Birth certificate

**c) Payment or evidence of payment of fees.**

A receipt or deposit slip as evidence for payment of:

- Tuition fee of the respective programme
- NACTE Quality Assurance fee
- National Health Insurance Fund (if you are not a member)

**d) Other relevant documents**

- Duly filled in Registration Form (downloadable on TIA website at ([www.tia.ac.tz](http://www.tia.ac.tz))).
- Medical examination form.
- Admission letter

**4. TUITION FEES FOR ACADEMIC YEAR 2023/2024**

You will be required to pay the required fees as per fee structure of your course presented to you with the application forms. No student shall be registered unless he/she has paid the required fees. Fees paid will not be refunded. Details of annual fees are provided for local and foreign students respectively. Students are encouraged to pay the full annual fee at the beginning of the academic year.

**TABLE 1: FEE STRUCTURE FOR LOCAL STUDENTS IN ACADEMIC YEAR 2023/2024**

CERTIFICATE PROGRAMMES (ONE YEAR)	DIPLOMA PROGRAMMES (TWO YEARS)		
	Year One	First Year	Second Year
TUITION FEE	890,000/=	990,000/=	990,000/=
REGISTRATION FEE	50,000	50,000	25,000
NACTE QUALITY ASSURANCE FEE	15,000	15,000	15,000
TRANSCRIPT/STATEMENT OF RESULTS COSTS (NTA L4,5 & 6)	20,000	20,000	20,000
GRADUATION GOWN	25000	25,000	25000
TIASO FEE	10,000	10,000	10,000



<b>SUB TOTAL ( CONTRIBUTIONS)</b>	<b>120,000</b>	<b>120,000</b>	<b>95,000</b>
<b>TOTAL ( CONTRIBUTIONS &amp; FEES)</b>	<b>1,010,000</b>	<b>1,110,000</b>	<b>1,085,000</b>
NHIF FEE	50,400	50,400	50,400
<b>GRAND TOTAL</b>	<b>1,060,400</b>	<b>1,160,400</b>	<b>1,135,400</b>

**NOTE: (In payment of the Registration fee should include NACTE QUALITY ASSURANCE, TRANSCRIPT, GRADUATION GOWN, & TIASO TZS. 120,000/=).**

a) NHIF fee of **TZS. 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.

b) 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 information management 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.

#### c) **Students Organization**

Students at TIA are automatically members of Tanzania Institute of Accountancy Students' Organization (TIASO). Through this organization, students communicate to the Institute matters affecting their welfare. As per TIASO Constitution, students are required to pay TZS 10,000/= per year as a compulsory membership fee. TIASO also has a number of professional associations which are students' professional associations affiliated to TIASO in accordance to various professions. Students will be required to subscribe to these professional associations depending on their programmes.

### **5. LEARNING RESOURCES**

Expenses for books, stationery, calculator and medical allowance have to be met by students' sponsors.

### **6. CAFETERIA SERVICES**

Meals are provided at campus on cost basis. Students are responsible for paying for their daily meals.

### **7. ORIENTATION WEEK**

The schedule for orientation will be provided to you on your arrival for registration. All students have to participate fully in the orientation programme.

### **8. CHANGE OF NAME**

No change of names will be allowed during the course of study. Students will be allowed to use names which appear in their academic certificates only.

### **9. CHANGE OF PROGRAMME**



Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and if there is available vacancy in that programme. Transfers for Diploma and Certificate Students shall be subject to NACTVET Guidelines, where student shall be required to pay TZS 10,000/- to NACTVET as transfer fee using a control number issued by NACTVET.

## **10. SPORTS AND GAMES**

The Institute has facilities for out-door games such as football, basketball, volleyball, netball, athletics and other various games. The Institute participates in the national sports competition. Thus all students are expected to participate in at least one form of the games or another depending on one's interests. You are advised to come with your own sports and games outfits.

## **11. DEFERREMENT OF STUDIES**

Students who have been selected but fail to join the Institute for any reason cannot defer the admission to the next year. Such students need to apply afresh for the following year.

## **12. CONDUCT AND DISCIPLINE**

The Institute requires its students to behave in a professional manner at all times. In order to portray this professional image, students must, at all times, dress in a manner that reflects professionalism and respect. Moreover, at any time each student is expected to conduct himself/herself in such a manner that may not contravene examination regulations, library rules and any other lawful stipulations issued from time to time by the Institute's Management. As a student you should take particular note of the Almanac as it is the most reliable source of timings for each of the important academic events that concern members of the TIA community.

## **13. MODE OF TUITION FEE PAYMENT**

Tuition fees can be paid in full amount or in installments. 70% to be paid in Semester One and 30% in Semester Two as indicated below:-

### ***I. Certificate Programme***

#### **A/: Semester One**

During Registration TZS 170,400/= (**Registration fee include NACTVET Quality Assurance, Transcript, Graduation Gown, TIASO, TZS. 120,000/= and TZS. 50,400 for NHIF to be paid direct to NHIF**).

Installment One: During registration in October 2023 TZS. 186,900/=

Installment Two: BEFORE Test One in December 2023 TZS. 186,900/=

Instalment Three: BEFORE Test Two in February 2024 TZS. 249,200/=

#### **B/: Semester Two**

Installment One: BEFORE Test One in April 2024 TZS. 213,600/=

Installment Two: BEFORE Test Two in June 2024 TZS. 53,400/=

### ***II. Diploma Programme (First Year)***

#### **A/: Semester One**

During Registration TZS 170,400/= (**Registration fee include NACTVET Quality Assurance, Transcript, Graduation Gown, TIASO, TZS. 120,000/= and TZS. 50,400 for NHIF to be paid direct to NHIF**).

Installment One: During registration in October 2023 TZS. 243,900/=

Installment Two: BEFORE Test One in December 2023 TZS. 243,900/=



Instalment Three: BEFORE Test Two in February 2024 TZS. 205,200/=

**B/: Semester Two**

Installment One: BEFORE Test One in April 2024 TZS. 237,600/=

Installment Two: BEFORE Test Two in June 2024 TZS. 59,400/=

**III. Diploma Programme (Second Year)**

**A/: Semester One**

During Registration TZS 145,400/= (*Registration fee include NACTVET Quality Assurance, Transcript, Graduation Gown, TIASO, TZS. 95,000/= and TZS. 50,400 for NHIF to be paid direct to NHIF*)

Installment One: During registration in October 2023 TZS. 207,900/=

Installment Two: BEFORE Test One in December 2023 TZS. 207,900/=

Instalment Three: BEFORE Test Two in February 2024 TZS. 277,200/=

**B/: Semester Two**

Installment One: BEFORE Test One in April 2024 TZS. 237,600/=

Installment Two: BEFORE Test Two in June 2024 TZS. 59,400/=

**14. ACCOMODATION**

The institute has limited number of rooms for accommodation, rooms are provided on the basis of first come first served at annual rental charge of **TZS. 450, 000/- (Dar es salaam- campus hostels and TZS. 250,000/-** for Mbeya, Singida and Mtwara Campuses payable in lump sum at the beginning of the academic year. Before located a room, student should complete **Payment using control number.**

**15. REPORTING**

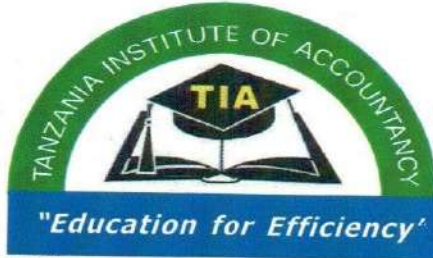
Singida Campus is located at the junction of Mwanza and Airport/Sepuka Road. On your arrival at MISUNA BUS STAND Singida Region, you will meet TIA Staff and students in a TIA proper Uniform with IDs who will guide you to the Reception Tent to be installed adjacent the exit main gate. PA announcements will also be made frequently at the bus stand to help you reach our Tent and thereafter you will be guided on how to reach at TIA Singida Campus.

For more help contact 0679 445447 or 0752 540341 or 0620 700111 or 0786 897841 or 0786 897801 or 0734 777753.

You are warmly welcome.



Prof: William Amos Pallangyo  
**RECTOR**



**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)**

**REQUEST FOR MEDICAL EXAMINATION**

**PART A:**

**TO THE REGISTERED MEDICAL OFFICER**  
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**FROM THE CHIEF EXECUTIVE OFFICER  
TANZANIA INSTITUTE OF ACCOUNTANCY  
P.O.BOX 9522 DSM  
DAR ES SALAAM**

**MR/MRS/MISS:**.....  
**COURSE:**.....

Please examine the above named as to his/her fitness for admission to the Institute as a full time student.

**Date:** October, 2023

Prof. William Amos Pallangyo  
CHIEF EXECUTIVE OFFICER

**PART B:**

**MEDICAL CERTIFICATE**

(To be completed by a Government Medical Officer)

**STATE NORMAL/NOT NORMAL**

- |                             |       |
|-----------------------------|-------|
| 1. EYES, NOSE AND THROAT    | ..... |
| 2. RESPIRATORY SYSTEM       | ..... |
| 3. GASTRO INTESTINAL SYSTEM | ..... |
| 4. CARDIOVASCULAR SYSTEM    | ..... |
| 5. CENTRAL NERVOUS SYSTEM   | ..... |
| 6. MUSCULOSKELETAL SYSTEM   | ..... |
| 7. URINARY SYSTEM           | ..... |
| 8. SKIN                     | ..... |

I have examined the above named and consider that he/she is physically fit/not fit for an intensive course of studies. (Delete whichever is not relevant)

**Name of Medical Officer:**.....

**Signature:**.....

**Date:**.....**Official Stamp**.....