



*“Training for Better Life”*

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**Ref: No: TEKU/UNDERGRADUATE/2023/2024**

Name.....

P.o Box .....

Tanzania

**RE: ADMISSION AND JOINING INSTRUCTION FOR DIPLOMA IN  
THEOLOGY PROGRAMME ACADEMIC YEAR 2023/2024**

**Congratulations for joining Teofilo Kisanji University (TEKU)!**

I am pleased to inform you that you have been admitted at Teofilo Kisanji University (TEKU) for the **2023/2024** Academic Year to pursue Programme of study leading to the award **DIPLOMA IN THEOLOGY**.

You are required to report at TEKU on ----- **2023** for registration and orientation week which is planned from ----- to ----- . You are required to register within 2 weeks after the opening date. **Classes will begin** -----.

This offer is **provisional** as it is subject to satisfactory verification of your documents by the Office of Deputy Vice Chancellor Academic Affairs at the time of registration.

For the purpose of registration, you must bring with you the following documents:-

1. Original Certificates of Secondary Education Examination, CSEE, ACSEE or Diploma/Degree.
2. Two up-to-date coloured passport size photographs, with your name and course of study at the back.
3. Original Birth certificate or affidavit certificates.
4. Letter of confirmation from your sponsor/ parent /HESLB

**Caution:** *It should be noted that it is an offence to submit false information.*

In addition to the above information, you are also required to carefully observe the following:-

**1. Official Correspondence**

All correspondences of the University should be routed through your Head of department, and Dean of faculty. You should also quote your year of study, course and registration number as shown on your identity card.

**2. Academic Advisor**

Academic Advisor (AA) – Refers to an academic staff assigned the role to provide supervisory support to student to ensure that such student perform maximally in their academic and future professional obligation. By virtue of their roles academic advisors are both guides and counsellors. Your academic advisor is..... Room No.....

**3. Accommodation to Students**

Students accommodated in the University campus will be required to pay prepaid rent of (A) **Tshs. 234,000.00 for Hekima Hostel (B) Tshs. 180,000 for Uzima Hostel plus Tshs. 30,000 as Hostel caution money, for each category.( C) Tsh 30,000 per Month i.e 360,000 per year for family quarters.** This is in accordance with the contract forms that require the student to pay rent at the beginning of the year for the whole year. The prepaid rent will be effected at the Bursar’s office where a student shall be given a receipt to be shown to the warden for allocation of rented premises after filling the contract forms. The paid rent is non-refundable.

**All first year students shall stay in the university hostels. This is to assist our new students with assured accommodation and in a safe place.**

**4. CHANGE OF PROGRAMME.**

No student will be permitted to change/transfer the degree he/she has been selected to pursue without the approval of the Faculty and upon payment of a non-refundable fee of Tshs. 30,000.00. The procedures for changing a program of study will be on condition that:

- (i) There is a vacancy
- (ii) The student has met the criteria and cut-off points used for selecting students to the programme; and
- (iii) The request is submitted not later than registration period

**5. CHANGE OF NAMES.**

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

**6. POSTPONEMENT OF STUDIES**

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problem or severe sponsorship problem. Postponement of Studies should be done in writing to the Deputy Vice Chancellor Academic Affairs and upon payment of a postponement fee of 30,000/=

**7. ABIDING TO THE UNIVERSITY RULES AND REGULATIONS**

In order to maintain peace and harmony at the University, all admitted students are to abide to the University rules and regulations as contained in the University Prospectus, TEKUSO Constitution and by –laws which are available in the University website.[www.teku.ac](http://www.teku.ac).

## 8. CONTACT

In case of any problems/questions, please contact the Office of the Registrar or the Dean of Students cell phone No. 0768 507929/ 0752 329581

## 9. FEE STRUCTURE FOR THEOLOGY PROGRAMMES:

The university will only register students who have produced evidence that will adequately prove payments of tuition fees during their course of study. All Tanzanian candidates who cannot meet the cost of their Education at the University ought to have filled the Loan Application forms provided by the Higher Education Students Loans' Board (HESLB). The tuition fee is 500,000/= per year. You will be required to pay **350,400/=** at the beginning of the studies as follows:

Fees and other expenses for first part of the first semester

### a) REGISTRATION IN OCTOBER 2023 (first instalment)

Registration will be made on payment of the following:

**Table 9.1: First instalment ( A student is required to pay Tsh 350,400 in October 2023)**

	1 <sup>st</sup> Year 1 <sup>st</sup> Quarter	2 <sup>nd</sup> Year 1 <sup>st</sup> Quarter	TOTAL
<b>DIRECT COSTS TO THE UNIVERSITY</b>			
Registration fee	40,000.00	30,000	
Caution money	30,000.00	-	
Identity Card	10,000.00	-	
Tuition fees	125,000.00	125,000.00	
Student union	15,000.00	15,000.00	
TEKU Development fund	50,000.00	-	
TCU Quality Assurance Fee	20,000.00	20,000.00	
Health Insurance	50,400.00	50,400.00	
<b>Sub Total</b>	<b>350,400.00</b>	<b>240,400.00</b>	

### b) CONTINUATION OF STUDIES.

A student will continue with Studies only after payment of the required amount on quarterly basis as Indicated in Table 9.2, 9.3 and 9.4 respectively.

**Table 9.2: Second instalment (A student is required to pay ----- in December 2023).**

	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	
	<b>2<sup>nd</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	
<b>DIRECT COSTS TO THE UNIVERSITY</b>			
Tuition fee	125,000	125,000	
Field Practical/ Teaching Practice	100,000		
Examination fee	100,000	100,000	
<b>TOTAL</b>	<b>325,000</b>	<b>265,000</b>	

**c) Table 3: Third instalment (A student is required to pay Tsh 125,0000 in February 2024)**

	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	
	<b>3<sup>rd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	
<b>DIRECT COSTS TO THE UNIVERSITY</b>			
<b>Tuition fee</b>	<b>125,000</b>	<b>125,000</b>	
<b>Research Project</b>	<b>-</b>	<b>100,000</b>	
<b>TOTAL</b>	<b>125,000</b>	<b>225,000</b>	

**d)Table 4: Fourth instalment ( A student is required to pay Tsh125,000 April 2024)**

	<b>1<sup>st</sup> Year</b>	<b>2nd Year</b>	
	<b>4<sup>th</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	
<b>DIRECT COSTS TO THE UNIVERSITY</b>			
Tuition fee	125,000	125,000	
Graduation fee	-	40,000	
Transcript fee	-	30,200	
<b>TOTAL</b>	<b>125,000</b>	<b>195,200</b>	

**10. (i) Each student must open a Bank Account prior to beginning studies at TEKU and present it to the Dean of Students during registration.**

**(ii) A student can pay all the tuition fee for the year. The fee structure per year is attached as Table 10.1**

**TABLE 10.1: FEE STRUCTURE FOR DIPLOMA THEOLOGY STUDENTS FOR ACADEMI YEAR**

**2023/2024**

					INTERNATIONAL STUDENTS (USD \$)			
					YEAR I	YEAR II	YEAR III	TOTAL
<b>TANZANIAN STUDENTS(TSHS)</b>								
	<b>YEAR I</b>	<b>YEAR II</b>	<b>TOTAL</b>		<b>YEAR I</b>	<b>YEAR II</b>	<b>YEAR III</b>	<b>TOTAL</b>
<b>ADMISSION COSTS</b>								
Registration fee	40,000	30,000	70,000		14	14	-	28
<b>Sub total</b>	<b>40,000</b>	<b>30,000</b>	<b>70,000</b>		<b>19</b>	<b>-</b>	<b>-</b>	<b>28</b>
<b>DIRECT COST TO UNIVERSITY</b>								
Tuition fee	500,000	500,000	1,000,000		261	261		522
Examination fee	100,000	100,000	200,000		44	44		88
Caution money	30,000	-	30,000		14	-	-	14
Research project supervision fee	-	100,000	100,000		-	22	-	22
Identity card	10,000	-	10,000		5	-	-	5
Field Practical	100,000		100,000					
Student union	15,000	15,000	30,000		7	7	7	21
TEKU Development fund	50,000	-	50,000		22	-	-	22
Health Insurance	50,400	50,400	100,800		-	-	-	-
Graduation fee	-	40,000	40,000		-	-	18	18
TCU QA fee	20,000	20,000	40,000		9	9	9	27
Transcript fee	-	30,200	30,200		-	-	14	14
<b>Sub total</b>	<b>765,400</b>	<b>755,200</b>	<b>1,560,600</b>		<b>381</b>	<b>366</b>	<b>366</b>	<b>1,126</b>
<b>Grand total</b>	<b>765,400</b>	<b>755,200</b>	<b>1,520,600</b>		<b>422</b>	<b>352</b>	<b>366</b>	<b>1,1454</b>
<b>INDIRECT COSTS (INCURRED BY STUDENT/SPONSOR)</b>								
Meals and accommodation*	1,200,000	1,200,000			522	522	522	1,566
Internet services	100,000	100,000			22	22	22	66

Books and stationeries	300,000	300,000			140	140	140	420
Research project	-	500,000	-	500,000	-	220	-	220
<b>Sub total</b>	<b>1,550,000</b>	<b>2,050,000</b>	<b>1,520,600</b>	<b>5,120,000</b>	<b>675</b>	<b>890</b>	<b>675</b>	<b>2300</b>
<b>GRAND TOTAL</b>	<b>1,550,000</b>	<b>2,050,000</b>	<b>1,520,000</b>	<b>5,120,000</b>	<b>675</b>	<b>719</b>	<b>675</b>	<b>2,300</b>

## 11. BANK ACCOUNT

These fees should be deposited as indicated in the following bank accounts. As follows:

S/NO	NAME OF BANK	BANK ACCOUNT NUMBER	BANK NAME
1	CRDB	0150065895003	TEOFILO KISANJI UNIVERSITY For all payments
2	NMB	61001600928 - TEKUSO	TEOFILO KISANJI UNIVERSITY STUDENT ORGANIZATION

## HOSTELS:

Hostels Accommodation	Cost per Academic Year be paid once in October 2022
Uzima hostels	210,000.00
Hekima hostels	264,000.00
Family Quarter	360,000

We wish you an enjoyable stay at TEKU

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**REGISTRAR**  
**FOR VICE CHANCELLOR**  
**Contact:0768507929**