



**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)**

KURASINI AT THE JUNCTION OF KILWA/  
NELSON MANDELA ROAD

All Correspondences to be  
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P.O. BOX 9522,  
DAR ES SALAAM.

OCTOBER INTAKE, 2021/2022

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 **18<sup>th</sup> October, 2021.**

2. Fees structure for academic year 2021/2022 is as follows below:

<b>First year</b>		
	First Semester	Second Semester
Amount Payable to TIA:		
o Tuition Fee	<b>693,000</b>	<b>297,000</b>
o NACTE Quality Assurance Fee	<b>15,000</b>	
o Registration Fee	<b>50,000</b>	
o Provisional Results, Statements of Results & Transcripts Costs.	<b>20,000</b>	
o TIASO Contribution	<b>10,000</b>	
o NHIF FEE ( <b>mandatory for candidates who have not been covered by any health insurance scheme</b> )	<b>50,400</b>	
o TOTAL	<b>838,400</b>	<b>297,000</b>
<b>Second year</b>		
	First Semester	Second Semester
o Tuition Fee	<b>693,000</b>	<b>297,000</b>

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

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

- Tuition fee amounting to 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. The remaining amount of **T.sh 683,000** for semester one installment should be paid just after obtaining registration number.
- Accommodation is not guaranteed. Where provided, it will be on the basis of first come first served at rental charge of TSHS. 450,000 per year for Dar es Salaam campus (Kurasini hostels) and 120,000 per year for Dar es Salaam campus (Kijichi hostels). TSHS. 250,000 for Mbeya and Singida campuses per year. Hostel fee is paid on lump sum at the beginning of the academic year. **Payments should be made using control number after a room has been secured not otherwise.**
- 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.

**A. Bank: Follow these steps to pay**

- Record your control number and visit NMB or CRDB to make payments
- 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**

- Dial \*150\*00#
- Select 4 (Pay Bill)
- Select 5 (Government Payment)
- Select 1 (Control Number)
- Enter Reference Number (Enter Control Number Here)
- Enter amount (Enter the amount you want to pay)
- Enter Password (Enter your account Password)
- 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 **18<sup>th</sup> October, 2021**. 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 window will be opened on 18<sup>th</sup> October and will be closed on 18<sup>th</sup> November, 2021.
- 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, result slips, or transcripts and a birth certificate. Any other relevant professional or academic certificate can also be presented.

You are warmly welcome.



Dr. Momole Kasambala

**Ag: CHIEF EXECUTIVE OFFICER**

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