

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INFORMATION, CULTURE, ARTS AND SPORTS
TAASISI YA SANAA NA UTAMADUNI BAGAMOYO
(TaSUBa)**



**RE: JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN
FOR THE 2020/2021 ACADEMIC YEAR**

1. IMPORTANT NOTE TO ALL SELECTED APPLICANTS

All selected applicants are required to read, understand and abide by these instructions outlined below.

- 1.1. All selected applicants are required to confirm through NACTE website i.e www.nacte.go.tz through the link “**uthibitisho TAMISEMI**” **from the announced date to 15th August**; abide of doing so the opportunity will be given to other applicant.

2. DATE OF ARRIVAL AND REGISTRATION

All selected students are required to report at **TaSUBa** from **Monday 15th November 2020 to Tuesday November 27th at 9.00 a.m.** Registration will commence on the same day **15th November 2020 to Tuesday March 27th 2020**

3. REQUIREMENTS FOR REGISTRATION

All selected applicants shall be registered after fulfillment of the following:

A. FEES PAYMENT

- i. Bring the **original pay in slip** with you. Cheque, cash, faxes, scanned pay in slips; emails of confirmation of payments and any other form of payments are not acceptable.
- ii. Fees paid will not be refunded if a student withdraws or leaves the Institute without permission of the Principal. The approval permission has to be submitted to the Principal's office within two weeks from the commencement of the academic year:
 - 50% will be refunded for those who apply within two weeks from commencement of the academic year.
 - No refund after two weeks of the commencement of the academic year.
- iii. No student shall be allowed to register or attend classes unless the required fees and costs have been paid as per fees/costs structure instructions.

B. DOCUMENTS FOR REGISTRATION

- i. Students shall be registered under the names appearing in the Certificates submitted for the application.

4. ACCOMMODATION AND HOSTEL FACILITIES

- You are cautioned that TaSUBa has limited accommodation facilities.
- Policy of TaSUBa is both On-campus and Off-campus. Most students stay Off-campus. Off-campus students have to take care of their accommodation arrangements. The Institute is not directly involved in looking Off-campus accommodation; however, assistance may be obtained from the office of the Dean of Students (**TaSUBa**)
- Students who opt for on-campus accommodation **should not pay** for the accommodation until a room has been allocated. Rooms will be allocated on request after registration.
- Allocation will be on the basis of first come first served.
- Sponsors are at liberty to arrange for the payment of Meals, Books and Stationary to their sponsee.
- All sponsors other than those under formal agreement with TaSUBa are required to pay directly to the student. Do not pay them through TaSUBa.

ON-CAMPUS HOSTEL COSTS:

S/No.	Hostel	First Semester	Second Semester	Can be paid Once
1.	OLD Hostels	80,000.00	80,000.00	160,000.00
2.	NEW Hostels	110,000.00	110,000.00	220,000.00

5. PAYMENT OF FEES

All payment must be done through M-PESA, TIGO PESA, AIRTEL MONEY or NMB or CRDB Bank; ask **CONTROL NUMBER** from the following mobile numbers during office hours **0735072288 or 0688489654,**

6. SCHOLARSHIP AND FINANCIAL ASSISTANCE

All students are required to settle their sponsorship before registration.

7. WORSHIP

TaSUBa recognizes the individual's right of worship. Students are therefore advised to use the facilities available for religious services within and outside the campus without interfering academic activities.

8. COMMUNICATION

Students registered at TaSUBa are required to regularly consult notice boards, website (www.tasuba.ac.tz) for any information that may have a bearing on their academic and social impact for their stay at TaSUBa such as timetable, almanac and examination results

9. DISCIPLINE

- i. Students are required to demonstrate good behavior within and outside the Campus.
- ii. Students must follow TaSUBa Students' By-Laws rules and regulations.
- iii. Failure to observe and fulfill TaSUBa rule, regulations and By-Laws will attract a disciplinary action which may include expulsion from the studies.

10. PAYMENT INSTALLMENTS

1. **Certificate in Film and TV. Production/Music and Sound production can be paid once: 840,000.00**

	INSTALLMENT AMOUNT (T.shs)	DATES
1 st Tuition Fee	420,000/=	On Arrival
Caution Money	20,000/=	On Arrival
Quality assurance fee	15,000/=	On Arrival
Student ID card	10,000/=	On Arrival
Before semester II begins		
2 nd Tuition Fee	420,000/=	September 2020
TOTAL	885,000/=	

2. **Certificate in Performing and Visual Arts can be paid once: 630,000.00**

	INSTALLMENT AMOUNT (T.shs)	DATES
1 st Tuition Fee	315,000/=	On Arrival
Caution Money	20,000/=	On Arrival
Quality assurance fee	15,000/=	On Arrival
Student ID card	10,000/=	On Arrival
Before semester II begins		
2 nd Tuition Fee	315,000/=	September 2020
TOTAL	675,000/=	

NOTE:

1. Special Training Requirements:

- a. Film and Television Production programme: Continuing/New Students should have a **Laptop and Video Camera, USB memory stick (at least 16 GB).**

- b. Music and sound Production programme: Continuing and new students should have a **Laptop** and **USB memory stick (at least 16 GB)**.
- c. Performing and Visual Arts programme: Continuing and new students should Practical training clothes and overalls

2. Other Instructions

- a. Every student is advised to have health Insurance, for those who do not have health insurance has to bring TShs. 50,400/= in order to apply for NHIF Card.
- b. Every Student is obliged to pay Tshs. 20,000/= as annual Student's Union (UWaTaSUBa) fee.



Dr. Herbert F. Makoye
PRINCIPAL
TaSUBa