

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



5th March 2019

RE: JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN FOR THE MARCH INTAKE 2019

1. IMPORTANT NOTE TO ALL SELECTED APPLICANTS

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

2. DATE OF ARRIVAL AND REGISTRATION

All selected students are required to report at TaSUBa from **Tuesday 5th March 2019** at 9.00 a.m. Registration will commence from the same day **Tuesday 5th March 2019**.

3. REQUIREMENTS FOR REGISTRATION

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

A. FEES PAYMENT

- i. Make all Cheque/Cash payable through M-PESA, TIGO PESA, AIRTEL MONEY or Bank Account request for CONTROL NUMBER from the following mobile numbers during office hours, 0716072288, 0688489654, 0712596757, 0624100684 or 0763275517.
- 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. All students must bring **Original Certificates or Original Result Slips** of Form Four, Form Six and Certificate (for candidates selected under equivalent qualifications) and Original Birth Certificate. Note that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable.

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

4. STUDENTS UNDER EMPLOYMENT

All students who are under the Government’s employment are advised to settle their release from duties before reporting at TaSUBa.

5. ACOMMODATION AND HOSTEL FACILITIES

- You are cautioned that TaSUBa has limited accommodation facilities. The accommodation Policy of TaSUBa is both On-campus and Off-campus. Most students stay Off-campus.
- Offcampusstudents have to take care of their accommodation arrangements. The Institute is notdirectly involved in looking Off-campus accommodation; however, assistance may beobtained from the office of the Dean of Students.
- 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. Allocationwill be on the basis of first come first served.
- Sponsors are at liberty to arrange for the payment of Meals, Books and Stationery to their sponsee.
- All sponsors other than those under formal agreement with TaSUBa are required to pay stipendsdirectly to the student. Do not pay them through TaSUBa.

On-Campus Hostel Costs:

S/No.	Hostel	First Semester
1.	OLD Hostels	80,000.00
2.	NEW Hostels	110,000.00

6. PAYMENT OF FEES

All prescribed **FEES**and **ACCOMODATION** should be paid through M-PESA, TIGO PESA, AIRTEL MONEY or Bank Account; request for CONTROL NUMBER from the following mobile numbers during office hours, 0716072288, 0688489654, 0712596757, 0624100684 or 0763275517

7. SCHOLARSHIP AND FINANCIAL ASSISTANCE

All students are required to settle their sponsorship before registration.

8. 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.

9. 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

10. DISCIPLINE

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

PAYMENT INSTALLMENTS

1. Certificate in Film and TV. Production/Music and Sound production				
INSTALLMENT		AMOUNT(T.shs)		DATES
1ST	Tuition Fee	420,000/=	Can be paid once: 840,000.00	On Arrival
	Caution Money	20,000/=		
	Quality assurance fee	15,000/=		
	Student ID card	10,000/=		
				Before semester II begins
2ND	Tuition Fee	420,000/=		October 2019
TOTAL		885,000/=		
2. Certificate in Performing and Visual Arts				
INSTALLMENT		AMOUNT(T.shs)		DATES
1ST	Tuition Fee	315,000/=	Can be paid once: 630,000.00	On Arrival
	Caution Money	20,000/=		
	Quality assurance fee	15,000/=		
	Student ID card	10,000/=		
				Before semester II begins
2ND	Tuition Fee	315,000/=		October 2019
TOTAL		675,000/=		
3. Diploma in Performing and Visual Arts				
INSTALLMENT		AMOUNT(T.shs)		DATES
1ST	Tuition Fee	360,000/=	Can be paid once: 720,000.00	On Arrival
	Caution Money	20,000/=		
	Quality assurance fee	15,000/=		
	Student ID card	10,000/=		

				Before semester II begins
2ND	Tuition Fee	360,000/=		October 2019
TOTAL		765,000/=		
4. Diploma in Film and TV. Production/ Music and Sound Production				
	INSTALLMENT	AMOUNT(T.shs)		DATES
1ST	Tuition Fee	480,000/=	Can be paidonce: 960,000.00	On Arrival
	Caution Money	20,000/=		
	Quality assurance fee	15,000/=		
	Student ID card	10,000/=		
				Before semester II begins
2ND	Tuition Fee	480,000/=		October 2019
TOTAL		1,005,000/		

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 Have practical training clothes and an **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