

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



5<sup>th</sup> October 2018

**RE: JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN TaSUBa  
FOR THE 2018/2019 ACADEMIC YEAR**

**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 **Monday 15th October 2018** from 9.00 a.m. Registration will commence on the same day **Monday 15th October 2018**.

**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. 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. ACCOMMODATION 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. 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.

- 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       |

## 6. PAYMENT OF FEES

- All prescribed fees shall be paid directly to **UTAWALA CHUO CHA SANAA, NMB BANK A/C No. 21001100012.**
- **ACCOMODATION PAYMENTS** should also be paid to **UTAWALA CHUO CHA SANAA, NMB BANK A/C No. 21001100012.**

## 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](http://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 a 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                      |
|-----------------|-----------------------|------------------|---|----------------------------|
| 1 <sup>ST</sup> | Tuition Fee           | 420,000/=        | <b>Can be paid once:<br/>840,000.00</b> | On Arrival                 |
|                 | Caution Money         | 20,000/=         |   |                            |
|                 | Quality assurance fee | 15,000/=         |   |                            |
|                 | Student ID card       | 10,000/=         |   |                            |
|                 |                       |                  |   | Before semester II begins  |
| 2 <sup>ND</sup> | Tuition Fee           | 420,000/=        |   | 4 <sup>TH</sup> March 2019 |
| <b>TOTAL</b>    |                       | <b>885,000/=</b> |   |                            |

### 2. Certificate in Performing and Visual Arts

| INSTALLMENT     |                       | AMOUNT(T.shs) |   | DATES      |
|-----------------|-----------------------|---------------|---|------------|
| 1 <sup>ST</sup> | Tuition Fee           | 315,000/=     | <b>Can be paid once:<br/>630,000.00</b> | On Arrival |
|                 | Caution Money         | 20,000/=      |   |            |
|                 | Quality assurance fee | 15,000/=      |   |            |

|                       |                 |                  |  |                            |
|-----------------------|-----------------|------------------|--|----------------------------|
|                       | Student ID card | 10,000/=         |  |                            |
|                       |                 |                  |  | Before semester II begins  |
| <b>2<sup>ND</sup></b> | Tuition Fee     | 315,000/=        |  | 4 <sup>TH</sup> March 2019 |
| <b>TOTAL</b>          |                 | <b>675,000/=</b> |  |                            |

### 3. Diploma in Performing and Visual Arts

| INSTALLMENT           |                       |                  | AMOUNT(T. shs)                          | DATES                      |
|-----------------------|-----------------------|------------------|---|----------------------------|
| <b>1<sup>ST</sup></b> | Tuition Fee           | 360,000/=        | <b>Can be paid once:<br/>720,000.00</b> | On Arrival                 |
|                       | Caution Money         | 20,000/=         |   |                            |
|                       | Quality assurance fee | 15,000/=         |   |                            |
|                       | Student ID card       | 10,000/=         |   |                            |
|                       |                       |                  |   | Before semester II begins  |
| <b>2<sup>ND</sup></b> | Tuition Fee           | 360,000/=        |   | 4 <sup>TH</sup> March 2019 |
| <b>TOTAL</b>          |                       | <b>765,000/=</b> |   |                            |

### 4. Diploma in Film and TV. Production/ Music and Sound Production

|                       | INSTALLMENT           | AMOUNT(T.shs) | DATES                                   |
|-----------------------|-----------------------|---------------|---|
| <b>1<sup>ST</sup></b> | Tuition Fee           | 480,000/=     | <b>Can be paid once:<br/>960,000.00</b> |
|                       | Caution Money         | 20,000/=      |   |
|                       | Quality assurance fee | 15,000/=      |   |
|                       | Student ID card       | 10,000/=      |   |

|                 |             |                    |                            |
|-----------------|-------------|--------------------|----------------------------|
|                 |             |                    | Before semester II begins  |
| 2 <sup>ND</sup> | Tuition Fee | 480,000/=          | 4 <sup>TH</sup> March 2019 |
| <b>TOTAL</b>    |             | <b>1,005,000/=</b> |                            |

**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 an overalls**

**NOTE: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  
**CHIEF EXECUTIVE OFFICER**  
**TaSUBa**