

UNITED REPUBLIC OF TANZANIA  
MINISTRY OF INFORMATION, ARTS, CULTURE AND SPORTS  
Taasisi ya Sanaa na Utamaduni Bagamoyo  
(TaSUBa)

Phone: 0255 023 2440032  
Fax: 0255 023 2440149  
E-mail: [tasuba@habari.go.tz](mailto:tasuba@habari.go.tz)  
Website: [www.tasuba.ac.tz](http://www.tasuba.ac.tz)



P.O. Box 32,  
BAGAMOYO

20/10/2020

**RE: JOINING INSTRUCTION TO JOIN Taasisi ya Sanaa na Utamaduni Bagamoyo  
(TaSUBa) YEAR 2020/2021**

1.0 I am pleased to inform you that, you have been selected to join a three-years training in performing and Visual Arts course offered by TaSUBa. The programme will commence **on Monday 16<sup>th</sup> November, 2020** and you are required to report at TaSUBa **on Monday 16<sup>th</sup> November, 2020**. Deadline for reporting at the campus is **30<sup>th</sup> November, 2020**.

**2.0 FEES PAYMENT**

- i. 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**, .
- 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. 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.
- 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

## 6. 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**,

## 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 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.

## 11. PAYMENT INSTALLMENTS

### 1. Certificate in Performing and Visual Art can be paid once: 630,000.00

	INSTALLMENT AMOUNT (T.shs)	DATES
<b>Certificate</b> <b>1<sup>st</sup> semester</b> Tuition Fee	315,000/=	November 2020
Caution Money	20,000/=	November 2020
Quality assurance fee	15,000/=	November 2020
Student ID card	10,000/=	November 2020
Before semester II begins		
<b>2<sup>ND</sup> semester</b> Tuition Fee	315,000/=	March 2020
<b>TOTAL</b>	<b>675,000/=</b>	

### 2. Certificate in Film and Television Production and Music and Sound Production can be paid once: 840,000.00

	INSTALLMENT AMOUNT (T.shs)	DATES
<b>Certificate</b> <b>1<sup>st</sup> semester</b> Tuition Fee	420,000/=	November 2020
Caution Money	20,000/=	November 2020
Quality assurance fee	15,000/=	November 2020
Student ID card	10,000/=	November 2020
Before semester II begins		
<b>2<sup>ND</sup> semester</b> Tuition Fee	420,000/=	March 2020
<b>TOTAL</b>	<b>884,000/=</b>	

### 3. Diploma in Performing and Visual Art can be paid once: 720,000.00

	INSTALLMENT AMOUNT (T.shs)	DATES
<b>DIPLOMA</b> <b>1<sup>st</sup> semester</b> Tuition Fee	360,000/=	November 2020
Caution Money	20,000/=	November 2020
Quality assurance fee	15,000/=	November 2020
Student ID card	10,000/=	November 2020

Before semester II begins		
<b>2<sup>ND</sup> semester Tuition Fee</b>	360,000/=	March 2020
<b>TOTAL</b>	<b>765,000/=</b>	

**4. Diploma in Film and Television Production and Music and Sound  
Production can be paid once: 960,000.00**

	<b>INSTALLMENT AMOUNT (T.shs)</b>	<b>DATES</b>
<b>DIPLOMA 1<sup>st</sup> semester Tuition Fee</b>	480,000/=	November 2020
Caution Money	20,000/=	November 2020
Quality assurance fee	15,000/=	November 2020
Student ID card	10,000/=	November 2020
Before semester II begins		
<b>2<sup>ND</sup> semester Tuition Fee</b>	480,000/=	March 2020
<b>TOTAL</b>	<b>1,005,000/=</b>	

**NOTE:**

**1. Special Training Requirements:**

- a. 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.

Once again you are warmly welcome at the Taasisi ya Sanaa na Utamaduni Bagamoyo.



Dr. Herbert F. Makoye  
**PRINCIPAL**  
**TaSUBa**