

**TEOFILO KISANJI UNIVERSITY**

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P.O. BOX 1104,

MBEYA,

TANZANIA.

*“Training for Better Life”***CONTINUING EDUCATION PROGRAMMES (CEP)****JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE,  
TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA IN NURSING AND  
MIDWIFERY PROGRAMME(NTA LEVEL 4-6) FOR 2021/2022 ACADEMIC YEAR**

Ref: No: TEKU/DN/2021/2022/03

**RE: ADMISSION AND JOINING INSTRUCTION FOR BASIC  
TECHNICIAN CERTIFICATE, TECHNICIAN CERTIFICATE, AND  
ORDINARY DIPLOMA IN NURSING AND MIDWIFERY  
PROGRAMME (NTA LEVEL 4-6) FOR 2021/2022 ACADEMIC YEAR**

Congratulations for being selected to join Teofilo Kisanji University.

I am pleased to inform you that you have been admitted at Teofilo Kisanji University 2021/2022 academic year to pursue **Ordinary Diploma in Nursing and Midwifery**. The Programme covers a period of Three (3) Years.

You are requested to register **at the Registrar’s office at Data Centre Unit** starting from **1<sup>st</sup>September 2021**. This offer is provisional as it is subject to satisfactory verification of required documents by the Registrar at the time of your formal registration.

1. Original Certificates of Secondary Education Examination.
2. Two up to date coloured passport size photographs indicating your name and programme of study at the back.
3. Original birth certificate.
4. Letter of confirmation from your sponsor, for those who are not self - Sponsored.

***Caution: It should be noted that it is an offence to submit false information.***

In addition to the above information, all students should also carefully observe the following:

### 1. Correspondence

All correspondences should be routed through the Registrar. You should also quote your programme of study and registration number as shown on your identity card.

### 2. Orientation and Registration

You are required to report at Teofilo Kisanji University for the orientation and registration which will be held from **1<sup>st</sup> September 2021 to 8<sup>th</sup> September 2021.**

### 3. Change of Names

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their certificates.

### 4. Postponement of Studies

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problem or severe sponsorship problem. Postponement of studies should be done in writing to the Deputy Vice Chancellor Academic Affairs upon payment of postponement fee of **30, 000.00.**

### 5. Contact

In case of any problems/questions or details, please contact the Office of Deputy Vice Chancellor Academic Affairs or Registrar.

## 6. FEE STRUCTURE FOR BASIC TECHNICIAN CERTIFICATE, TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA (NTA LEVEL 4-6) IN NURSING AND MIDWIFERY PROGRAMME FOR 2021/2022 ACADEMIC YEAR

### (i) FEE STRUCTURE FOR BASIC TECHNICIAN CERTIFICATE (NTA LEVEL 4) IN NURSING AND MIDWIFERY ( FIRST YEAR)

**Table 6.1:** Amount required to pay per year

<b>DIRECT COSTS</b>	<b>NTA LEVEL 4</b>
1. Tuition fee	1,500,000.00
2. Registration fee for new student	30,000.00
3. NACTE Verification fee	20,000.00
4. Identity card	10,000.00
5. Skill lab	40,000.00
6. Caution money (Nonrefundable)	30,000.00
7. Application fee	10,000.00
<b>8. Clinical Practice</b>	
-Hospital fee	110,000.00
-Transport	50,000.00
-Supervision	50,000.00
9. Student Union (TEKUSO)	15,000.00
10. TEKU Development Fund	50,000.00
<b>SUB TOTAL</b>	<b>1,915,000.00</b>

<b>PAYMENTS TO NACTE, MINISTRY OF HEALTH AND NHIF</b>	
11. Quality assurance (NACTE)	15,000.00
12. Final Examination Fees MOHSW	150,000.00
13. NHIF Insurance (for those with no health insurance)	50,400.00
<b>SUB TOTAL</b>	<b>215,400.00</b>
<b>GRAND TOTAL</b>	<b>2,130,400.00</b>

**(A) 1<sup>ST</sup> INSTALLMENT (At reporting day for the first semester)**

**Table 6.2:**Registration will be made on payment of the following;-

<b>DIRECT COSTS</b>	<b>LEVEL 4</b>
1. Tuition fee	375,000.00
2. Registration fee for new student	30,000.00
3. NACTE Verification fee	20,000.00
4. Identity card	10,000.00
5. Caution money (Nonrefundable)	30,000.00
6. Application fee	10,000.00
<b>7. Clinical Practice</b>	
-Transport	50,000.00
-Supervision	50,000.00
8. Student Union (TEKUSO)	15,000.00
<b>SUB TOTAL</b>	<b>590,000.00</b>
<b>PAYMENTS TO NACTE, MINISTRY OF HEALTH AND NHIF</b>	
9. Quality assurance (NACTE)	15,000.00
10. Final Examination Fees MOHSW	150,000.00
11. NHIF Insurance	50,400.00
<b>SUB TOTAL</b>	<b>215,400.00</b>
<b>GRAND TOTAL</b>	<b>805,400.00</b>

**(B) SECOND INSTALLMENTS**

**Table 6.3:** A student is required to pay at the end of February

<b>DIRECT COSTS</b>	<b>LEVEL 4</b>
Tuition fee	375,000.00
Skill lab	40,000.00
Hospital fee	55,000.00
<b>TOTAL</b>	<b>470,000.00</b>

**(C) THIRD INSTALLMENTS**

**Table 6.4:** A student is required to pay at the starting of the second semester

<b>DIRECT COSTS</b>	<b>LEVEL 4</b>
Tuition fee	375,000.00
Hospital fee	55,000
<b>TOTAL</b>	<b>430,000.00</b>

**(D) FOURTH INSTALLMENTS**

**Table 6.5:** A student is required to pay at the end of June

<b>DIRECT COSTS</b>	<b>LEVEL 4</b>
Tuition fee	375,000.00
TEKU Development Fund	50,000.00
<b>TOTAL</b>	<b>425,000.00</b>

**(E) INDIRECT COST**

A parent / guardian is advised to equip student with the following

<b>INDIRECT COSTS TO THE UNIVERSITY</b>	<b>NTA Level 4</b>
Uniforms( 2 pairs)	60,000.00
Procedure book	15000.00
1 Ream plain paper on reporting 1 <sup>st</sup> semester	

**(ii) FEE STRUCTURE FOR TECHNICIAN CERTIFICATE IN NURSING AND MIDWIFERY NTA LEVEL 5 (SECOND YEAR )****Table 6.6:**Amount required to pay per year

<b>DIRECT COSTS</b>	<b>NTALEVEL 5</b>
Tuition fee	1,500,000.00
Skill lab	40,000.00
<b>Clinical Practice</b>	
-Hospital fee	110,000.00
-Transport	50,000.00
-Supervision	50,000.00
<b>Community Field Work</b>	80,000.00
Student Union (TEKUSO)	15,000.00
<b>SUB TOTAL</b>	<b>1,830,000.00</b>
<b>PAYMENTS TO NACTE,MINISTRY OF HEALTH AND NHIF</b>	
Quality assurance (NACTE)	15,000.00
Final Examination Fees MOHSW	150,000.00
NHIF Insurance	50,400.00
<b>SUB TOTAL</b>	<b>215,000.00</b>
<b>GRAND TOTAL</b>	<b>2,045,400.00</b>

**(A) REGISTRATION (FIRST INSTALLMENT) ON REPORTING FOR THE FIRST SEMESTER****Table 6.7:** Registration will be made on payment of the following;-

<b>DIRECT COSTS</b>	<b>LEVEL 5</b>
Tuition fee	375,000.00
<b>Clinical Practice</b>	
-Hospital fee	55,000.00
-Transport	50,000.00
-Supervision	50,000.00

Student Union (TEKUSO)	15,000.00
<b>SUB TOTAL</b>	<b>530,000.00</b>
<b>PAYMENTS TO NACTE, MINISTRY OF HEALTH AND NHIF</b>	
Quality assurance (NACTE)	15,000.00
Final Examination Fees MOHSW	150,000.00
NHIF Insurance	50,400.00
<b>SUB TOTAL</b>	<b>215,400.00</b>
<b>GRAND TOTAL</b>	<b>745,400.00</b>

**(B) SECOND INSTALLMENTS**

**Table 6.8:** A student is required to pay at the end of February

Tuition fee	375,000.00
Skill lab	40,000.00
<b>TOTAL</b>	<b>415,000.00</b>

**(C) THIRD INSTALLMENTS**

**Table 6.9:** A student is required to pay at the starting of the second semester

<b>DIRECT COSTS</b>	<b>LEVEL 5</b>
Tuition fee	375,000.00
Community field work	80,000.00
Hospital fee	55,000.00
<b>TOTAL</b>	<b>510,000.00</b>

**(D) FOURTH INSTALLMENTS**

**Table 6.10:** A student is required to pay at the end of June

<b>DIRECT COSTS</b>	<b>LEVEL 5</b>
Tuition fee	375,000.00
<b>TOTAL</b>	<b>375,000.00</b>

**(E) INDIRECT COST**

A parent/guardian is advised to equip student with the following

<b>INDIRECT COSTS TO THE UNIVERSITY</b>	<b>NTA Level 5</b>
Midwifery delivery books (PV and Partograph)	30,000.00
1 Ruled ream paper on reporting 1 <sup>st</sup> semester	

**(iii) FEE STRUCTURE FOR ORDINARY DIPLOMA IN NURSING AND MIDWIFERY NTA LEVEL 6 (THIRD YEAR)**

**Table 6.11:** Amount required to pay per year

<b>DIRECT COSTS</b>	<b>NTALEVEL 6</b>
Tuition fee	1,500,000.00
Skill lab	40,000.00
<b>Clinical Practice</b>	
-Hospital fee	110,000.00

-Transport	50,000.00
-Supervision	50,000.00
Student Union (TEKUSO)	15,000.00
<b>SUB TOTAL</b>	<b>1,750,00.00</b>
<b>PAYMENTS TO NACTE, MINISTRY OF HEALTH AND NHIF</b>	
Quality assurance (NACTE)	15,000.00
Final Examination Fees MOHSW	150,000.00
NHIF Insurance	50,400.00
<b>SUB TOTAL</b>	<b>215,400.00</b>
<b>GRAND TOTAL</b>	<b>1,965,400.00</b>

**NB: A student is free to pay all fees for a semester or per academic year.**

**(A) REGISTRATION (FIRST INSTALLMENT) SHOULD BE PAID ON REPORTING FOR THE FIRST SEMESTER**

**Table 6.12:** Registration will be made on payment of the following:-

<b>DIRECT COSTS</b>	<b>LEVEL 6</b>
Tuition fee	375,000.00
<b>Clinical Practice</b>	
-Hospital fee	55,000.00
-Transport	50,000.00
-Supervision	50,000.00
Student Union (TEKUSO)	15,000.00
<b>SUB TOTAL</b>	<b>530,000.00</b>
<b>PAYMENTS TO NACTE, MINISTRY OF HEALTH AND NHIF</b>	
Quality assurance (NACTE)	15,000.00
Final Examination Fees MOHSW	150,000.00
NHIF Insurance	50,400.00
<b>SUB TOTAL</b>	<b>215,400.00</b>
<b>GRAND TOTAL</b>	<b>745,400.00</b>

**(B) SECOND INSTALLMENTS**

**Table 6.13:** A student is required to pay at the end of February

<b>DIRECT COSTS</b>	<b>LEVEL 6</b>
Tuition fee	375,000.00
Skill lab	40,000.00
<b>TOTAL</b>	<b>405,000.00</b>

**(C) THIRD INSTALLMENTS**

**Table 6.14:** A student is required to pay at the opening of the second semester

<b>DIRECT COSTS</b>	<b>LEVEL 6</b>
Tuition fee	375,000.00
Hospital fee	55,000.00
<b>TOTAL</b>	<b>430,000.00</b>

#### (D) FOURTH INSTALLMENTS

**Table 6.15:** A student is required to pay at the end of June

<b>DIRECT COSTS</b>	<b>LEVEL 6</b>
Tuition fee	375,000.00
<b>TOTAL</b>	<b>375,000.00</b>

#### (E) INDIRECT COST

A parent/guardian is advised to equip student with the following

<b>INDIRECT COSTS TO THE UNIVERSITY</b>	<b>NTA Level 6</b>
Research costs on reporting 1 <sup>st</sup> semester	100,000.00
1 Ruled ream paper on reporting 1 <sup>st</sup> semester	

#### 7. MODE OF PAYMENT

All payments are to be made through deposits as indicated in Table 2

**Table 2. Account Numbers for Bank Deposits.**

S/N	BANK NAMES	BANK ACCOUNT NUMBER & NAMES	PAYMENT FOR
1.	NMB	62206600021–TEOFILO KISANJI UNIVERSITY	Fees and Other Contributions
2.	NMB	61001600928–TEOFILO KISANJI UNIVERSITY STUDENT ORGANIZATION (TEKUSO)	Student union (TEKUSO)
3.	NBC	016103001650–TEOFILO KISANJI UNIVERSITY	1. Hostels Accommodation 2. NACTE 3. NHIF 4. FINAL EXAMINATION FEES MOHSW 5. COMMUNITY FIELD 6. HOSPITAL FEE
4.	TPB	260207000088 – TEOFILO KISANJI UNIVERSITY	TEKU Development Fund

**NB:** All fees can be revised from time to time as per Council approval.


Remember to submit Bank pay in slip to the cashier for a University receipt. Pay-in slips must be presented to the Cashier for official/university receipts within five (5) days. Delay of submission of the pay-in slips to the cashier shall cost you **Tshs. 10,000**. Note: The tuition fees shall be paid in four installments. Keep the pay in slip from bank before submitting it to the cashier. *Please abide to the TEKU Financial Rules and Regulations.*

## 8. HOSTELS

		<b>Cost Per Academic Year</b>	<b>Cost Per Semester</b>
Hostels accommodation	Uzima hostels	180,000.00	90,000.00
	Hekima hostels	234,000.00	117,000.00
Hostel yearly maintenance fee		30,000.00	

**NB: All students may stay in hostels and will be allocated rooms only after payment of Hostel accommodation and caution money.**

We wish you an enjoyable stay at TEKU.

  
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**REGISTRAR**

**FOR VICE CHANCELLOR.**

**Contact : 0768507929**

