



“Training for Better Life”

JL. NO. 03

P.O. Box 1104

MBEYA

TANZANIA

Tel: +255 (0)25 2502682

Fax: +255 25 2503721

Email: info@teku.ac.tz

Website: www.teku.ac.tz

28th / 8 / 2023

Ref: No: TEKU/UNDERGRADUATE/2023/2024/03

Name

Po Box

Tanzania

**RE: ADMISSION AND JOINING INSTRUCTION FOR UNDERGRADUATE,
ACADEMIC YEAR 2023/2024 – BACHELOR OF DIVINITY PROGRAMME.**

Congratulations for joining Teofilo Kisanji University (TEKU)!

I am pleased to inform you that you have been admitted at Teofilo Kisanji University (TEKU) for the **2023/2024** Academic Year to pursue Programme of study leading to the award of **Bachelor of Divinity (BD)**.

You are required to report at TEKU on 16th October **2023** for registration and orientation week which is planned from 16th October to **21st October 2023**. You are required to register within 2 weeks after the opening date. **Classes will begin 25th October 2023-**

This offer is **provisional** as it is subject to satisfactory verification of your documents by the Office of Deputy Vice Chancellor Academic Affairs at the time of registration.

For the purpose of registration, you must bring with you the following documents:-

1. Original Certificates of Secondary Education Examination, CSEE, ACSEE or Diploma/Degree.
2. Two up-to-date coloured passport size photographs, with your name and course of study at the back.
3. Original Birth certificate or affidavit certificates.
4. Letter of confirmation from your sponsor/ parent /HESLB

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

In addition to the above information, you are also required to carefully observe the following:-

1. Official Correspondence

All correspondences of the University should be routed through your Head of department, and Dean of faculty. You should also quote your year of study, course and registration number as shown on your identity card.

2. Academic Advisor

Academic Advisor (AA) – Refers to an academic staff assigned the role to provide supervisory support to student to ensure that such student perform maximally in their academic and future professional obligation. By virtue of their roles academic advisors are both guides and counsellors. Your academic advisor is..... Room No.....

3. Accommodation to Students

Students accommodated in the University campus will be required to pay prepaid rent of (A) **Tshs. 234,000.00 for Hekima Hostel (B) Tshs. 180,000 for Uzima Hostel plus Tshs. 30,000 as Hostel caution money, for each category.(C) Tsh 30,000 per Month i.e 360,000 per year for family quarters.** This is in accordance with the contract forms that require the student to pay rent at the beginning of the year for the whole year. The prepaid rent will be effected at the Bursar's office where a student shall be given a receipt to be shown to the warden for allocation of rented premises after filling the contract forms. The paid rent is non-refundable.

All first year students shall stay in the university hostels. This is to assist our new students with assured accommodation and in a safe place.

4. CHANGE OF PROGRAMME.

No student will be permitted to change/transfer the degree he/she has been selected to pursue without the approval of the Faculty and upon payment of a non-refundable fee of Tshs. 30,000.00. The procedures for changing a program of study will be on condition that:

- (i) There is a vacancy
- (ii) The student has met the criteria and cut-off points used for selecting students to the course; and
- (iii) The request is submitted not later than registration period.

5. 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 O - level certificates.

6. 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 and upon payment of a postponement fee of 30,000/=

7. ABIDING TO THE UNIVERSITY RULES AND REGULATIONS

In order to maintain peace and harmony at the University, all admitted students are to abide to the University rules and regulations as contained in the University Prospectus, TEKUSO Constitution and by –laws which are available in the University website.www.teku.ac.tz

8. CONTACT

In case of any problems/questions, please contact the Office of the Registrar or the Dean of Students cell phone No. 0768 507929/ 0752 329581

9. FEE STRUCTURE FOR THEOLOGY PROGRAMMES:

The university will only register students who have produced evidence that will adequately prove payments of tuition fees during their course of study. All Tanzanian candidates who cannot meet the cost of their Education at the University ought to have filled the Loan Application forms provided by the Higher Education Students Loans' Board (HESLB). The tuition fee is 600,000/= per year. You will be required to pay **365, 400/=** at the beginning of the studies as follows:

Fees and other expenses for first part of the first semester

a) REGISTRATION IN OCTOBER 2022 (first instalment)

Registration will be made on payment of the following:

Table 9.1: First instalment (A student is required to pay Tsh 365,400 in October 2023)

	1st Year	2nd Year	3rdYear
	1st Quarter	1stQuarter	1st Quarter
DIRECT COSTS TO THE UNIVERSITY			
Registration fee	40,000.00	30,000.00	30,000.00
Caution money	30,000.00	-	-
Identity Card	10,000.00	-	-
Tuition fees	150,000.00	150,000.00	150,000.00
Student union	15,000.00	15,000.00	15,000.00
TEKU Development Fund	50,000.00	-	-
TCU Quality Assurance Fee	20,000.00	20,000.00	20,000.00
Health Insurance	50,400.00	50,400.00	50,400.00
Sub Total	365,400.00	265,400.00	265,400.00

b) CONTINUATION OF STUDIES.

A student will continue with Studies only after payment of the required amount on quarterly basis as Indicated in Table 9.2, 9.3 and 9.4 respectively.

Table 9.2: Second instalment (A student is required to pay Tsh 250,000 in December 2023).

	1st Year	2nd Year	3rd Year
	2nd Quarter	2nd Quarter	2nd Quarter

DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	150,000	150,000	150,000
Field Practical/ Teaching Practice		100,000	-
Examination fee	100,000	100,000	100,000
TOTAL	250,000	350,000	250,000

c) Table 9.3: Third instalment (A student is required to pay *Tsh 150,000* in February 2024)

	1st Year	2nd Year	3rd Year
	3rd Quarter	3rd Quarter	3rd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	150,000	150,000	150,000
Research Project	-	100,000	-
TOTAL	150,000	250,000	150,000

D) Table 9.4: Fourth instalment (A student is required to pay *Tsh 150,000* April 2024)

	1st Year	2nd Year	3rd Year
	4th Quarter	4th Quarter	4th Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	150,000	150,000	150,000
Graduation fee	-	-	40,000
Transcript fee	-	-	30,200
TOTAL	150,000	150,000	220,200

10. (i) Each student must open a Bank Account prior to beginning studies at TEKU and present it to the Dean of Students during registration.

(ii) A student can pay all the tuition fee for the year. The fee structure per year is attached as Table 10.1

TABLE 10.1: FEE STRUCTURE FOR THEOLOGY STUDENTS (BACHELOR OF DIVINITY) FOR ACADEMIC YEAR		2023/2024
		INTERNATIONAL STUDENTS
TANZANIAN STUDENTS(TSHS)		(USD \$)

	YEAR I	YEAR II	YEAR III	TOTAL		YEAR I	YEAR II	YEAR III	TOTAL
--	--------	---------	----------	-------	--	--------	---------	----------	-------

ADMISSION COSTS									
Registration fee	40,000	30,000	30,000	90,000		14	14	14-	42
Sub total	40,000	-	-	100,000		19	14	14-	47
DIRECT COST TO UNIVERSITY									
Tuition fee	600,000	600,000	600,000	1,800,000		261	261	261	783
Examination fee	100,000	100,000	100,000	300,000		44	44	44	132
Caution money	30,000	-	-	30,000		14	-	-	14
Research project supervision fee	-	-	100,000	100,000		-	22	-	22
Identity card	10,000	-	-	10,000		5	-	-	5
Student union	15,000	15,000	15,000	45,000		7	7	7	21
Field Practical	-	100,000	-	200,000		-	-	-	-
TEKU Development fund	50,000	-	-	50,000		22	-	-	22
Health Insurance	50,400	50,400	50,400	151,000		-	-	-	-
Graduation fee	-	-	40,000	40,000		-	-	18	18
TCU QA fee	20,000	20,000	20,000	60,000		9	9	9	27
Transcript fee	-	-	30,200	30,200		-	-	14	14
Sub total	985,400	865,400	885,600	2736,400		381	352	366	1,112
Grand total	1,015,400	865,400	885,600	2,765,200		422	366	380	1,200
INDIRECT COSTS (INCURRED BY STUDENT/SPONSOR)									
Meals and accommodation*	1,200,000	1,200,000	1,200,000	3,600,000		522	522	522	1,566
Internet services	100,000	100,000	100,000	300,000		22	22	22	66
Books and stationeries	400,000	400,000	400,000	1200,000		131	131	131	393
Research project	-	-	600,000	600,000		-	44	-	44

Sub total	1,550,000	1,650,000	1,950,000	5,150,000		675	719	850	2,240
GRAND TOTAL	1,550,000	1,650,000	1,950,000	5,150,000		675	719	675	2,240

11. BANK ACCOUNTS

These fees should be deposited as indicated in the following bank accounts. As follows:

S/NO	NAME OF BANK	BANK ACCOUNT NUMBER	BANK NAME
1	CRDB	0150065895003	TEOFILO KISANJI UNIVERSITY FOR ALL PAYMENTS
2	NMB	61001600928 - TEKUSO	TEOFILO KISANJI UNIVERSITY STUDENT ORGANIZATION

HOSTELS:

Hostels Accommodation	Cost per Academic Year
Uzima hostels	210,000.00
Hekima hostels	264,000.00
Family Quarter	360,000

We wish you an enjoyable stay at TEKU

.....
REGISTRAR
FOR VICE CHANCELLOR
Contact:0768 507929