



**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)**

**KURASINI AT THE JUNCTION OF KILWA/  
NELSON MANDELA ROAD  
All Correspondences to be  
Addressed to CEO – TIA  
TEL. Nos. 2851035, 2851036  
FAX. No. 2851038  
Direct Line 2851592  
Website:www.tia.ac.tz  
E-mail: tia@tia.ac.tz.**

**P.O. BOX 9522,  
DAR ES SALAAM.**

**MARCH 2017**

**MR/MRS/MISS**

**RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR BASIC TECHNICIAN  
CERTIFICATE COURSES**

1. I am pleased to inform you that you have been selected for a One year Certificate Course in .....and you are required to report at **TIA..... Campus.**
2. Fee structure for academic year 2016/2017 is as follows below:

Amount Payable to TIA:	First Semester	Second Semester
o Tuition Fee	<b>619500</b>	<b>265,500</b>
o NACTE Quality Assurance Fee	<b>15,000</b>	
o Registration Fee	<b>30,000</b>	
o Provisional Results, Statements of Results & Transcripts Costs.	<b>20,000</b>	
o TIASO Contribution	<b>10,000</b>	
o TOTAL	<b>694,500</b>	<b>265,500</b>

3. Accommodation is not guaranteed. Where provided, it will be on the basis of first come first served at an annual rental charge of TSHS. **430,000** payable in lump sum at the beginning of the academic year for Dar es Salaam Campus and TSHS. **250,000** for Mbeya, Singida and Mtwara Campuses. **Payment should be made after a room has been secured.**

**NOTE:**

- i. All cheques and Cash should be addressed to **NMB ACCOUNTS , TANZANIA INSTITUTE OF ACCOUNTANCY-DSM 2061100017 , TIA CAMPUS MANAGER MBEYA 6101100024, TIA CAMPUS MANAGER SINGIDA 50810009637 , TIA CAMPUS MANAGER MTWARA 7061100044, TIA CAMPUS MANAGER MWANZA 31110003547 and TIA CAMPUS MANAGER KIGOMA 51610006979.**
- ii. **Candidates should deposit tuition fee on account numbers indicated above by observing the campus in which they have been selected.** Original Bank Pay-in-slip should be submitted to a campus during time of reporting for studies
- iii. Tuition fee can be paid at any NMB branch provided the account number and name has been written accurately.
- iv. The Institute will not entertain requests for payments other than that stipulated in number 2 and 3.
- v. Fees once paid will not be refunded.

4. All expenses for meals, books, stationery, calculator and medical are met by the student.

5. You are required to report at the Campus on **3<sup>rd</sup> April 2017 for registration .Studies will commence on 10<sup>th</sup> April 2017.** All selected applicants must Institute not later than TWO WEEKS after commencement of studies.

6. Upon arrival you should officially complete the registration process as will be directed. Candidates are required to bring originals and **certified copies** of form four result slips, certificates& birth certificate, OR other relevant certificates (if any). You are also required to bring with you one (1) recent passport size photograph.

You are warmly welcome.



Dr. Joseph M. Kihanda  
**CHIEF EXECUTIVE OFFICER**

**CHIEF EXECUTIVE OFFICER**  
**TANZANIA INSTITUTE OF ACCOUNTANCY**

