

JAMHURI YA MUUNGANO WA TANZANIA



WIZARA YA UTAMADUNI, SANAA NA MICHEZO

TAASISI YA SANAA NA UTAMADUNI
BAGAMOYO (TaSUBa)



03/08/2023

**RE: JOINING INSTRUCTIONS TO JOIN Taasisi ya Sanaa na Utamaduni
Bagamoyo (TaSUBa) ACADEMIC YEAR 2023/2024**

- 1.0 I am pleased to inform you that, you have been selected to join one year Certificate and two years Diploma training at TaSUBa. Classes will start **on Monday 16th October, 2023**. Deadline for reporting at the Institute is **Tuesday 31st October 2023**.
- 2.0 **FEES PAYMENT**
 - 2.1 All payment must be done through M-PESA, TIGO PESA, AIRTEL MONEY or NMB or CRDB Bank; ask for **CONTROL NUMBER** from the following mobile numbers during office hours **0754489653 or 0710848594 or 0716072288**
 - 2.3 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.

3.0 DOCUMENTS FOR REGISTRATION

- i. Students shall be registered under the names appearing in the Certificates.

4.0 ACCOMMODATION AND HOSTEL FACILITIES

- 4.1 You are cautioned that TaSUBa has limited accommodation facilities.
- 4.2 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**)

- 4.3 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.
- 4.4 Allocation will be on the basis of first come first served.
- 4.5 Sponsors are at liberty to arrange for the payment of Meals, Books and Stationary to their sponsee.
- 4.6 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.	Hostels	110,000.00	110,000.00	220,000.00

5.0. SCHOLARSHIP AND FINANCIAL ASSISTANCE

All students are required to settle their sponsorship before registration.

6.0 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.

7.0. COMMUNICATION

Students registered at TaSUBa are required to regularly consult notice boards, website (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

8.0. 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.

9.0. PAYMENT INSTALLMENTS PER COURSE:

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

	INSTALLMENT AMOUNT (T.shs)	DATES
Certificate 1st semester Tuition Fee	315,000/=	October 2023
Caution Money	20,000/=	October 2023
Quality assurance fee	15,000/=	October 2023
Student ID card	10,000/=	October 2023
Before semester II begins		
2ND semester Tuition Fee	315,000/=	April 2024
TOTAL	675,000/=	

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

	INSTALLMENT AMOUNT (T.shs)	DATES
Certificate 1st semester Tuition Fee	420,000/=	October 2023
Caution Money	20,000/=	October 2023
Quality assurance fee	15,000/=	October 2023
Student ID card	10,000/=	October 2023
Before semester II begins		
2ND semester Tuition Fee	420,000/=	April 2024
TOTAL	884,000/=	

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

	INSTALLMENT AMOUNT (T.shs)	DATES
DIPLOMA 1st semester Tuition Fee	360,000/=	October 2023
Caution Money	20,000/=	October 2023
Quality assurance fee	15,000/=	October 2023
Student ID card	10,000/=	October 2023
Before semester II begins		
2ND semester Tuition Fee	360,000/=	April 2024
TOTAL	765,000/=	

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

	INSTALLMENT AMOUNT (T.shs)	DATES
DIPLOMA 1st semester Tuition Fee	480,000/=	October 2023
Caution Money	20,000/=	October 2023
Quality assurance fee	15,000/=	October 2023
Student ID card	10,000/=	October 2023
Before semester II begins		
2ND semester Tuition Fee	480,000/=	April 2024
TOTAL	1,005,000/=	

NOTE:

1. Training Requirements:

NOTE: - It is necessary for:

- a) Film and Television production students to have **Laptop and Camera** (of any type), **USB memory stick (at least 16 GB)**.
- b) Music and sound production students to have **laptop** (of any type) and **USB memory stick (at least 16 GB)**.
- c) Performing and Visual Arts students to have **laptop, over rolls** and **sports suits**.

2. Other Instructions

- a. Every student is required 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. The payment must be done through NMB, Account No **21010010889**. Name **UWATaSUBa** and submit the pay in slip to the college.

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



Dr. Herbert F. Makoye

PRINCIPAL

TaSUBa