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

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For Reply:
Ref. HUSM/TSUB/MF.27 VOL II/163

P.O. Box 32,
BAGAMOYO

26/09/2022

RE: JOINING INSTRUCTIONS TO JOIN TAASISI YA SANAA NA UTAMADUNI BAGAMOYO (TaSUBa) ACADEMIC YEAR 2022/2023

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 Tuesday 18th October, 2022**. Deadline for reporting at the Institute is **Monday 31st October 2022.**

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 **0735072288 or 0710848594 or 0715489653**.

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 ACOMMODATION 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.	Hostels1	80,000.00	80,000.00	160,000.00
2.	Hostels2	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 2022
Caution Money	20,000/=	October 2022
Quality assurance fee	15,000/=	October 2022
Student ID card	10,000/=	October 2022
Before semester II begins		
2ND semester Tuition Fee	315,000/=	April 2023
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 2022
Caution Money	20,000/=	October 2022
Quality assurance fee	15,000/=	October 2022
Student ID card	10,000/=	October 2022
Before semester II begins		
2ND semester Tuition Fee	420,000/=	April 2023
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 2022
Caution Money	20,000/=	October 2022
Quality assurance fee	15,000/=	October 2022
Student ID card	10,000/=	October 2022
Before semester II begins		
2ND semester Tuition Fee	360,000/=	April 2023
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 2022
Caution Money	20,000/=	October 2022
Quality assurance fee	15,000/=	October 2022
Student ID card	10,000/=	October 2022
Before semester II begins		
2ND semester Tuition Fee	480,000/=	April 2023
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** (of any type), **over rolls** and **sports suit,**

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.

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

Dr. Herbert F. Makoye
PRINCIPAL
TaSUBa