

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF CULTURE, ARTS AND SPORTS
TAASISI YA SANAA NA UTAMADUNI BAGAMOYO
(TaSUBa)



Date 25/07/2024

RE: JOINING INSTRUCTION TO JOIN TAASISI YA SANAA NA UTAMADUNI
BAGAMOYO (TaSUBa) YEAR 2024/2025

Admission and Enrollment Instructions

1.0 We are pleased to inform you that you have been selected to join a three-year training course in Arts at TaSUBa. The program will commence on 7th October 2024.

1.1 You are required to:

- 1.1.1 Confirm your enrolment at TaSUBa before 30th September 2024.
- 1.1.2 If you do not confirm your enrolment by the specified date, your position will be allocated to another student.
- 1.1.3 Confirm your enrolment through the following contact: Mobile: 0612544613.

2.0 Fees Payment

- All payments must be done through M-PESA, TIGO PESA, AIRTEL MONEY, NMB, or CRDB Bank. Request a CONTROL NUMBER during office hours by contacting 0710848594 or 0754489653.
- No student shall be allowed to register or attend classes unless the required fees and costs have been paid according to the fee structure instructions.

2.1 Documents for Registration

- Students shall be registered under the names appearing in the certificates submitted during the application process.

4. Students under Employment

- All students employed by the government are advised to settle their release from duties before reporting to TaSUBa.

5. Accommodation and Hostel Facilities

- TaSUBa has limited accommodation facilities. The policy supports both on-campus and off-campus living, with most students staying off-campus. Off-campus students must arrange their own accommodation. Assistance may be obtained from the Dean of Students' office at TaSUBa.
- On-campus accommodation should not be paid for until a room has been allocated. Rooms are allocated on a first-come, first-served basis after registration.
- Sponsors may arrange for the payment of meals, books, and stationery directly to their sponsees. Sponsors without a formal agreement with TaSUBa should pay directly to the student, not 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

6. Scholarship and Financial Assistance

- All students are required to settle their sponsorship before registration.

7. Worship

- TaSUBa recognizes the individual's right to worship. Students are advised to use the available facilities for religious services within and outside the campus without interfering with academic activities.

9. Communication

- Students registered at TaSUBa are required to regularly check notice boards and the website (www.tasuba.ac.tz) for important information related to their academic and social life, such as timetables, almanac, and examination results.

10. Discipline

- Students are required to demonstrate good behaviour both within and outside the campus.
- Students must follow TaSUBa Students' By-laws, rules, and regulations.
- Failure to observe and fulfil TaSUBa rules, regulations, and by-laws will attract disciplinary action, which may include expulsion from studies.

11. Payment Installments

Certificate in Performing and Visual Arts: Total 630,000 TZS

Installment	Amount (TZS)	Due Date
1st semester Tuition Fee	315,000	October 2024
Caution Money	20,000	October 2024
Quality Assurance Fee	20,000	October 2024
Student ID Card	10,000	October 2024
2nd semester Tuition Fee	315,000	April 2025
Total	680,000	

Certificate in Film and Television Production and Music and Sound Production: Total 840,000 TZS

Installment	Amount (TZS)	Due Date
1st semester Tuition Fee	420,000	October 2024
Caution Money	20,000	October 2024
Quality Assurance Fee	20,000	October 2024
Student ID Card	10,000	October 2024
2nd semester Tuition Fee	420,000	April 2025
Total	890,000	

Diploma in Performing and Visual Arts: Total 720,000 TZS

Installment	Amount (TZS)	Due Date
1st semester Tuition Fee	360,000	October 2024
Caution Money	20,000	October 2024
Quality Assurance Fee	20,000	October 2024
Student ID Card	10,000	October 2024
2nd semester Tuition Fee	360,000	April 2025
Total	770,000	

**Diploma in Film and Television Production and Music and Sound Production: Total
960,000 TZS**

Installment	Amount (TZS)	Due Date
Ist semester Tuition Fee	480,000	October 2024
Caution Money	20,000	October 2024
Quality Assurance Fee	20,000	October 2024
Student ID Card	10,000	October 2024
2nd semester Tuition Fee	480,000	April 2025
Total	1,010,000	

Special Training Requirements:

- **Film and Television Production students:** Laptop and Camera (any type), USB memory stick (at least 16 GB).
- **Music and Sound Production students:** Laptop (any type), USB memory stick (at least 16 GB).
- **Performing and Visual Arts students:** Laptop (any type), overalls, and sports suit.

Other Instructions:

- Every student must have health insurance. Those without health insurance must bring 50,400 TZS to apply for an NHIF Card.
- Every student must pay an annual Student's Union (UWaTaSUBa) fee of 20,000 TZS.

Once again, you are warmly welcomed to the Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa).



Dr. Herbert F. Makoye
PRINCIPAL
TaSUBa