

THE UNITED REPUBLIC OF TANZANIA



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



Date 06/06/2024

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

1.0 I am pleased to inform you that, you have been selected to join a three-years training in Arts course offered by TaSUBa. The program will commence on 7th October 2024.

1.1 You are required to:

1.1.1 Confirm to join TaSUBa before 30th Sept 2024.

1.1.2 A student who will not confirm to join TaSUBa by that date, that position will be allocated to another student.

1.1.3 Confirm through the following contact. Mobile: 0612544613.

2.0 FEES PAYMENT

- i. All payment must be done through M-PESA, TIGO PESA, AIRTEL MONEY or NMB or CRDB Bank; ask **CONTROL NUMBER** from the following mobile numbers during office hours **0710848594 or 0754489653**, .
- ii. 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.

B. DOCUMENTS FOR REGISTRATION

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

4. STUDENTS UNDER EMPLOYMENT

All students who are under the Government's employment are advised to settle their release from duties before reporting at TaSUBa.

5. ACOMMODATION AND HOSTEL FACILITIES

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

- 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.
- Allocation will be on the basis of first come first served.
- Sponsors are at liberty to arrange for the payment of Meals, Books and Stationary to their sponsee.
- 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

6. SCHOLARSHIP AND FINANCIAL ASSISTANCE

All students are required to settle their sponsorship before registration.

7. 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.

9. 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

10. DISCIPLINE

- Students are required to demonstrate good behavior within and outside the Campus.
- Students must follow TaSUBa Students' By-Laws rules and regulations.
- Failure to observe and fulfill TaSUBa rule, regulations and By-Laws will attract a disciplinary action which may include expulsion from the studies.

11. PAYMENT INSTALLMENTS

- 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 2024
Caution Money	20,000/=	October 2024
Quality assurance fee	15,000/=	October 2024
Student ID card	10,000/=	October 2024
Before semester II begins		
2nd semester Tuition Fee	315,000/=	April 2025
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 2024
Caution Money	20,000/=	October 2024
Quality assurance fee	15,000/=	October 2024
Student ID card	10,000/=	October 2024
Before semester II begins		
2nd semester Tuition Fee	420,000/=	April 2025
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 2024
Caution Money	20,000/=	October 2024
Quality assurance fee	15,000/=	October 2024
Student ID card	10,000/=	October 2024
Before semester II begins		
2nd semester Tuition Fee	360,000/=	April 2025
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 2024
Caution Money	20,000/=	October 2024
Quality assurance fee	15,000/=	October 2024
Student ID card	10,000/=	October 2024
Before semester II begins		
2nd semester Tuition Fee	480,000/=	April 2025
TOTAL	1,005,000/=	

NOTE:

1. Special 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