ST. AUGUSTINE UNIVERSITY OF TANZANIA

[SAUT] *ARUSHA CENTRE*

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JOINING INSTRUCTIONS FOR CERTIFICATE AND DIPLOMA STUDENTS SELECTED TO JOIN SAUT ARUSHA CENTRE FOR THE ACADEMIC YEAR 2017/2018.

1.0 Welcome message to all selected new students

The management of St. Augustine University of Tanzania - **Arusha Centre** welcomes all students selected to join our esteemed institution.

1.1 About SAUT-Arusha Centre

SAUT- Arusha Centre is one among other Constituent colleges and Centres established by St. Augustine University of Tanzania with its main campus being in Mwanza. The Centre is located in Arusha City - Ngarenaro area, along Fr. Babu Road, near Kilombero Market.

1.2 Date of arrival and registration

All selected students should report at SAUT-Arusha Centre on Monday 18th September, 2017 from 9:00 am – 5:00 pm for Registration. Orientation for the new students will be conducted on Friday 22nd September, 2017. Our first semester studies will commence on Monday 25th September 2017.

1.3 Requirements for registration

All new students shall be registered after fulfillment of the following:

A. Fees Payment

i. No student shall be allowed to register or attend class without paying all the required First Semester fees. Second Semester fees must be paid prior to the commencement of second semester or they may be paid at the beginning of first semester.

▪ FEE STRUCTURE FOR ALL CERTIFICATE PROGRAMMES.

S/N	Particulars	Tanzanians (Tzs)		Foreigners ($)
		1st sem	2nd sem	
1	**Tuition Fee**	405,000/=	405,000/=	1,360
2	**2 .0 Administrative Fee**			
	2.1 Examination Fee	145,000/=	-	100
	2.2 Student's Identity Card	10,000/=	-	5
	2.3 Students Union (SAUTSO)	10,000/=	-	5
	2.4 TCU Quality Assurance Fee	20,000/=	-	10
	2.5 NHIF & Capitation Fee	100,000/=	-	100
	2.6 Provision Exams Results	6,000/=	-	3
	TOTAL	**696,000/=**	**405,000/=**	**1,583**

DIPLOMA PROGRAMMES (EXCEPT DIPLOMA IN LAWS)

S/N	Particular	First Year			Second Year		
		Tanzanians (Tzs)		Foreigners ($)	Tanzanians (Tzs)		Foreigners ($)
		1st Sem	2nd Sem		1st Sem	2nd Sem	
1	**Tuition Fee**	430,000	430,000/=	1,400	430,000/=	430,000/=	1,400
2	**2.0 Administrative Fee**						
	2.1 Examination Fee	145,000/=	-	100	145,000/=	-	100
	2.2 Student's Identity Card	10,000	-	5		-	
	2.3 Students Union (SAUTSO)	10,000	-	5	10,000/=	-	5
	2.4 TCU Quality Assurance Fee	20,000	-	10	20,000/=	-	10
	2.5 NHIF & Capitation Fee	100,000/=	-	100	100,000/=	-	100
	2.6 Provision Exams Results	6,000/=	-	3	6,000/=	-	3
	TOTAL	**721,000/=**	**430,000/=**	**1,623**	**711,000/=**	**430,000/=**	**1,618**

DIPLOMA IN LAWS

S/N	Particular	First Year			Second Year		
		Tanzanians (Tzs)		Foreigners ($)	Tanzanians (Tzs)		Foreigners ($)
		1st Sem	2nd Sem		1st Sem	2nd Sem	
1	**Tuition Fee**	480,000/=	480,000	1,860	480,000/=	430,000/=	1,860
2	**2.0 Administrative Fee**						
	2.1 Examination Fee	145,000/=	-	100	145,000/=	-	100
	2.2 Student's Identity Card	10,000/=	-	5		-	
	2.3 Students Union (SAUTSO)	10,000/=	-	5	10,000/=	-	5
	2.4 TCU Quality Assurance Fee	20,000/=	-	10	20,000/=	-	10
	2.5 NHIF & Capitation Fee	100,000/=	-	100	100,000/=	-	100

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	2.6 Provision Exams Results	6,000/=	-	3	6,000/=	-	3
	TOTAL	**771,000.00/=**	**480,000/=**	**2,083**	**761,000/=**	**480,000/=**	**2,078**

ii. All prescribed fees shall be paid directly to
   - Bank: **CRDB BANK (LTD)**
   - Account name: **SAUT STUDENT FEE.**
   - Account Number: **0150091764104**.

iii. Students are required to present **original pay in slip** to the bursar's office.

NOTE THAT: Cheques, cash, faxes, scanned pay-in-slips, emails of confirmation of payments and any other form of payments **ARE NOT ACCEPTED**.

iv. Fees paid will not be refunded if a student withdraws or leaves the university without permission.

v. Refund of fifty percent of tuition fees will be done when a student withdraws from studies or postpones year of studies, only if he/she has confirmation letter of permission from the Deputy Director for Academic Affairs.

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

B. Documents for Registration

All new selected students are supposed to come along with:

i. **Original Leaving Certificates** and **Academic Certificates** or **Original Result Slips** of Form Four, Form Six, and Certificate/Diploma in the selected field. (**NOTE**: Photocopies, downloaded internet results, faxes, affidavits and certified copies of results are not acceptable.)

ii. **Original Birth Certificate**.

iii. **TWO** passport size photos.

NOTE: There shall be no permission to change names appearing on submitted certificates during registration process unless stated otherwise.

C. During and After Registration

i. No students shall be allowed to postpone studies after the academic year has begun except under special circumstances. Permission to postpone studies shall be considered after the student has produced satisfactory evidence of the reasons for postponement to the Director. Special circumstances shall include ill health or serious social problems.

ii. No students shall be allowed to postpone studies during the two weeks preceding final Examinations, but may for valid reasons be considered for postponement of examinations.

iii. Students shall commit themselves in writing to abide by the university's Rules and Regulations as required in the registration form. A copy of the Students' By Laws and Regulations shall be made available to the student during registration. Students are encouraged to read and abide by them.

iv. Students shall be issued with identification cards, which they must carry at all times and which shall be produced when demanded by appropriate University Officers. The identity card is not transferable and any fraudulent use may result in loss of student privileges or suspension.

v. Loss of the identity card should be reported to the Office of Dean of Students, where a new one can be obtained after paying an appropriate fee (currently Tshs 10,000/=) as stipulated under SAUT Rules and Regulations.

vi. A student registered for a programme at St. Augustine University may not enroll concurrently in any other institution without special permission in writing of the appropriate inter-institutional arrangements or cooperation.

vii. No exemption will be given from University courses which a student may claim to have done elsewhere.

2.0 Accommodation and Hostel Facilities

i. There are very limited accommodation chances at the Centre. Students with special needs will be considered. They have to seek permission in person from the office of the Deputy Director for Administration and Finance (DDAF).
ii. Private hostels are available and rental fees will vary from one to another depending on agreement between the two parties.
iii. Students are advised to organize their accommodation. The office of Dean of Students is available to provide them with information.

3.0 Meals, Books & Stationary allowances

i. SAUT does not offer meals to students. However, privately run catering facilities are available on and around the campus. Students are free to take meals whenever they choose at their own expense. (**Note that** all sponsors

other than those under formal agreement with SAUT are required to pay directly to the student. **Do not pay them through SAUT.)**

ii. Books, Stationery and other Learning Facilities - Students are required to purchase their own stationary, learning facilities, textbooks as recommended by their course coordinator/lecturer.

4.0 Worship

SAUT 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 with academic activities. Worship related matters must be handled through the chaplaincy, the Dean of Students and the coordinator of all religions services/activities.

5.0 SAUT academic activities

SAUT academic activities run from **Monday** through **Saturday**.

6.0 Communication

Students registered at SAUT are required to regularly consult notice boards, and SAUT website (www.sautarusha.ac.tz) for any information that may have a bearing on their academic and social impact during their stay at SAUT such as: timetable, almanac and examination results.

7.0 Discipline

i. Students are required to demonstrate good behavior within and outside the Campus. Student must follow SAUT Students By-Laws rules and regulations

ii. Failure to observe and fulfill SAUT Rule, Regulations and By-Laws will attract a disciplinary action which may include expulsion from the studies.

8.0 Contact

For more information contact:
ADMISSIONS OFFICE
SAUT - ARUSHA CENTRE
P.O. Box 12385, ARUSHA – Tanzania.
Email: admission@ sautarusha.ac.tz
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