ST. AUGUSTINE UNIVERSITY OF TANZANIA
[SAUT] ARUSHA CENTRE

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JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN BACHELOR DEGREE PROGRAMMES AT 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 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 are required to report at SAUT-Arusha Centre as **from Monday 16th to Friday 27th October, 2017 from 8:00 am – 5:00 pm for Registration. Lectures will commence on Monday 30th October 2017**

1.3 Requirements for registration

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

A. Fees Payment

i. No student shall be allowed to register or attend classes unless the required fees have been paid as per Fee structure instructions.

INSTALLMENTS	PERIOD	First Year	Second Year
		Tanzanians (Tzs)	Tanzanians (Tzs)
1st of Sem. 1	Prior to First Semester Registration	651,000/=	641,000/=
2nd of Sem. 1	Two months After First semester Registration	300,000/=	300,000/=
1st of Sem. 2	Prior to second semester Registration	300,000/=	300,000/=
2nd of Sem. 2	Two months After Second semester Registration	300,000/=	300,000/=
	TOTAL	**1,551,000/=**	**1,541,000/=**

- In order to be registered, a student is required to pay the full amount of the first installment for each semester as indicated above. **Late payment for second installment for each semester is liable to a fine of 100,000/=**

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v. Refund of fifty percent of tuition fees will be done when a student has withdrawn from studies or postpone year of studies, if only he/she has confirmation letter of permission from the Deputy Director for Academic Affairs.

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

B. Documents for Registration

i. All new selected students are supposed to come along with:

- **Original Leaving Certificates** and **Academic Certificates** or **Original Result Slips** of Form Four, Form Six, and Diploma/Certificate (for candidates selected under equivalent qualifications).

- **Original Birth Certificate**.

- **NOTE**: Photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable.

- An authenticated **Medical Examination Report** from a registered medical practitioner. (Download Medical form from our website: www.sautarusha.ac.tz).

- **ONE** passport size photo.

ii. 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 course 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.

- **NOTE: Do not pay unless you have confirmation from the Dean of Students or Bursar.**

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 academic activities. Worship related matters must be handled through the chaplain, 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 Celebret

Catholic Priests and Nuns are required to obtain their "celebret" and other relevant information from their respective Local Ordinary or Superior Generals.

8.0 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 Rules, Regulations and By-Laws will attract a disciplinary action which may include expulsion from the studies.

9.0 Contact

For more information contact:

ADMISSIONS OFFICE

SAUT - ARUSHA CENTRE

P.O Box 12385, ARUSHA – Tanzania.

Email: admission@sautarusha.ac.tz

Tel: 0759549297/0782930433

www.sautarusha.ac.tz