

1. CERTIFICATE PROGRAMMES.

INSTALLMENTS	PERIOD	First Year
		Amount (Tzs)
	Administrative fee paid before registration	290,600/=
1 st of Sem. 1	After first semester registration	202,500/=
2 nd of Sem. 1	Before first semester examination	202,500/=
1 st of Sem. 2	Prior to second semester registration	202,500/=
2 nd of Sem. 2	Before second semester examination	202,500/=
	TOTAL	1,100,600 /=
Payable once	National Health Insurance Fund	50,400/=

2. DIPLOMA PROGRAMMES (EXCEPT DIPLOMA IN LAW)

INSTALLMENTS	PERIOD	First Year
		Amount (Tzs)
	Administrative fee paid before registration	290,600/=
1 st of Sem. 1	After first semester registration	215,000/=
2 nd of Sem. 1	Before first semester examination	215,000/=
1 st of Sem. 2	Prior to second semester registration	215,000/=
2 nd of Sem. 2	Before second semester examination	215,000/=
	TOTAL	1,150,600/=
Payable once	National Health Insurance Fund	50,400/=

3. DIPLOMA IN LAW

INSTALLMENTS	PERIOD	First Year
		Amount (Tzs)
	Administrative fee paid before registration	290,600/=
1 st of Sem. 1	After first semester registration	240,000/=
2 nd of Sem. 1	Before first semester examination	240,000/=
1 st of Sem. 2	Prior to second semester registration	240,000/=
2 nd of Sem. 2	Before second semester examination	240,000/=
	TOTAL	1,250,600/=
Payable once	National Health Insurance Fund	50,400/=

4. BACHELORS' DEGREE PROGRAMMES

INSTALLMENTS	PERIOD	First Year
		Amount (Tzs)
	Administrative fee paid before registration	290,600/=
1 st of Sem. 1	After first semester registration	330,000/=
2 nd of Sem. 1	Before first semester examination	330,000/=
1 st of Sem. 2	Prior to second semester registration	300,000/=
2 nd of Sem. 2	Before second semester examination	300,000/=
	TOTAL	1,550,600/=
Payable once	National Health Insurance Fund	50,400/=

5. MASTER'S PROGRAM

INSTALLMENTS	PERIOD	First Year
		Amount (Tzs)
	Administrative fee paid before registration	340,600/=
1 st of Sem. 1	After first semester registration	555,000/=
2 nd of Sem. 1	Before first semester examination	555,000/=
1 st of Sem. 2	Prior to second semester registration	555,000/=
2 nd of Sem. 2	Before second semester examination	555,000/=
	TOTAL	2,560,600/=

- ii. Tuition fees shall be paid directly to ;
 - Bank: **CRDB BANK (LTD)**
 - Account name: **SAUT STUDENT FEE.**
 - Account Number: **0150091764104.**
- iii. Medical Fees(NHIF) shall be paid directly to;
 - Bank: **CRDB BANK (LTD)**
 - Account name: **SAUT STUDENT FEE.**
 - Account Number: **0150091764105.**

NB: Students who have medical insurance should submit their copies to the dean of students' office.
- iv. 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.**

- ## B. Documents for Registration

- i. **Original and copies of Leaving Certificates, Academic Certificates or Original Result Slips of Form Four, Form Six, birth certificate, academic transcripts and Certificate/Diploma** in the selected field. (**NOTE:** downloaded internet results, faxes, affidavits and certified copies of results are not acceptable.)
- ii. Medical Form filled by a medical officer. (**NB:** Medical form is available in our website)
- iii. **TWO** passport size photos.

C. During and After Registration

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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. Private hostels are available and rental fees will vary from one to another depending on agreement between the two parties.
- ii. 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 stationery, 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:sautarusha@saut.ac.tz

Tel: 0759549297/0782930433

www.sautarusha.ac.tz (SAUT - Arusha Centre)

