

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/=

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

- v. Fees paid will not be refunded if a student withdraws or leaves the university without permission.
- vi. 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.
- vii. 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 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.

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.

- 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.

- 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.

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 University Dress Code

- i. The dress code is applicable to all students and is part of the University policy to provide and maintain high professional ethical standards of integrity and discipline on the campus. For female students' trousers, any dress that leaves the stomach, waist, breasts, chest and back open, see through clothes, miniskirts, sleeveless tops are forbidden. Moreover, Jeans with holes, trousers hanging under the buttocks (mlegezo) and tight trousers for male students are also forbidden.
- ii. For Law students Court attire (black, dark blue or grey) trousers and coats (for male students) and skirts and coats (for female students) will be worn on Monday and Wednesday. Female students shall not wear trousers.

9.0 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)

Rectal.....

Any Clinical evidence of hyperacidity or gastric duodenal ulcer?

LABORATORY.

1. Urine Albumin.....

Sugar

Bilharzia.....

2. Stool: Special emphasis on Hookworm or Bilharzia.

3. Blood examination: Hb Level.....

(a) Neutrophils.....

(b) Eosinophils.....

(c) Bisophils.....

(d) Lymphocytes.....

(e) Monoocytes.....

(f) ESR.....

4. X-ray examination –Chest.....

5. Serology: Widal test.....VDRL.....

6. Pregnancy Test

CONCLUSION

I have examined Mr/Mrs/Miss/Sr/Br/Frand considered that he/she is/is not physically and mentally fit to be admitted to higher studies.

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Date Signature Name.

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Title Qualifications.

Address:

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