



**ST. AUGUSTINE UNIVERSITY OF TANZANIA (SAUT)
MBEYA CENTRE**

P.O BOX 2622
MBEYA
TANZANIA

Website : www.sautmbeya.ac.tz
Email : sautmbeya@gmail.com
Tel : +255-252504240

Education with Virtues

**JOINING INSTRUCTIONS FOR POSTGRADUATE/UNDERGRADUATE/DIPLOMA AND CERTIFICATE
PROGRAMME SELECTED
TO JOIN AT SAUT- MBEYA CENTRE FOR THE ACADEMIC YEAR 2017/2018**

Dear, _____

We are delighted to inform you that you are successfully admitted into Diploma/Certificate of _____ at St. Augustine University of Tanzania- Mbeya Centre starting from **2017/2018 academic year.**

1. DATE OF ARRIVAL AND REGISTRATION.

All selected students are required to report at SAUT Mbeya Centre any day starting On **25th September, 2017** from 9.00 a.m. Official Registration will commence on **25th September, 2017**

2. REQUIREMENTS FOR REGISTRATION.

All selected applicants shall be registered after fulfillment of the following:

FEES PAYMENT

- A. No student shall be allowed to register or attend classes unless the required fees have been paid as per Fee structure instruction. Fee structure is available on SAUT Website.
- B. Bring the **original pay in slip** with you. Cheques, cash, faxes, scanned pay in slips; emails of confirmation of payments and any other form of payments are not acceptable.
- C. Fees paid will not be refunded if a student withdraws or leaves the University without permission.
- D. However, if a student receives prior permission from the Deputy Vice Chancellor for academic Affairs to withdraw or to be away from the University and provided that the application in writing to withdraw or to be away from the University is submitted within two weeks of the academic year or semester, fifty percent of the fees may be refunded

DOCUMENTS FOR REGISTRATION

- A. **Note your Admission Number and Course Program.**
- B. All students must bring **Original Certificates or Original Result Slips** of form four, form six and Diploma/Certificate (for candidates selected under equivalent Qualifications) and Original Birth Certificate. Note that photocopies, downloaded Internet results, faxes, affidavits and certified results are not acceptable.
- C. Students shall be registered under the names appearing in the Certificates they submitted for the application. No change of names shall be accepted unless all requirements provided under SAUT MBEYA CENTRE students' By – Laws have been observed.
- D. Students must register for the course programme, which they have been admitted. No change of Programme shall be accepted.
- E. Passports size of you.

DURING AND AFTER REGISTRATION

- A. No student 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 DDAA. Special circumstances shall include ill health or serious social problems.
- B. 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
- C. 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 student's rules and regulations shall be made available to the student through the office of the Dean of students. These rules are also available in SAUT website. Students are encouraged to read and abide by them.
- D. Students shall be issued identification cards, which they must carry 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.
- E. 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.
- F. A student registered for a course programme at St. Augustine University Mbeya- Centre may not enroll concurrently in any other institution without special permission in writing of the appropriate Faculty Dean of the University or, in cases where professional examinations are held under inter-institutional arrangements or cooperation.
- G. No exemption will be given from University courses which a student may claim to have done elsewhere.
- H. Any late registration is liable to a penalty of Tshs 100,000/= (One hundred thousand)

COMMENCEMENT OF CLASSES

The class will commence on **04th October, 2017.**

3. STUDENTS UNDER EMPLOYMENT

All students who are under employment are advised to settle their release from duties before reporting at SAUT-MBEYA.

4. ACCOMMODATION AND HOSTEL FACILITIES

The accommodation policy of SAUT- MBEYA CENTRE is both on – campus and off – campus. Most students stay off – campus. Off – campus students have to take care of their accommodation arrangements. The University is not directly involved in looking off campus accommodation however assistance may be obtained from the office of the Dean of students. Students who opt for on – campus accommodation **should not pay** for the accommodation until a room has been allocated. Rooms will be allocated after registration on request. Allocation will be on the basis of first come first served.

5. MEALS, BOOKS & STATIONARY ALLOWANCES

- A. SAUT MBEYA CENTRE does not offer meals to students, however, private run – catering facilities are available on campus, around the campus and around off – campus hostels. Students are free to take their meals whenever they choose at their own expense.
- B. A sum of 7,500/= is recommended for meals, accommodation per day (pegged on government rates).
- C. Books, Stationary and other learning facilities. Students are required to purchase their own stationary, learning facilities (e.g. calculator, camera etc), textbooks as recommended by their course coordinator/lecturer.
- D. A sum of 200,000/= is recommended per annum. (Pegged on government rates).

NB: 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 SAUT are required to pay directly to the student. **Do not pay them through SAUT MBEYA CENTRE.**

6. PAYMENT OF FEES

All prescribed fees shall be paid directly to **SAUT – MBEYA A/C NO. 0150421194100 CRDB BANK (LTD) MWANJELWA BRANCH.**

7. WORSHIP

SAUT MBEYA CENTRE 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.

8. SAUT ACADEMIC ACTIVITIES

SAUT MBEYA CENTRE academic activities run from Monday through Saturday.

9. COMMUNICATION

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

10. CELEBRET

Priests are required to obtain their “celebrate” from their respective Local Ordinary or Superior General.

11. DISCIPLINE

- A. Students are required to demonstrate good behavior within and outside the campus. Students must follow SAUT-MBEYA Students’ By – Laws rules and regulations.
- B. Failure to observe and fulfill SAUT-MBEYA CENTRE rule, regulations and by – Laws will attract a disciplinary action which may include expulsion from the studies.

Welcome,

Dr V. Makilika

Deputy Director for Academic Affairs

SAUT – Mbeya centre.

Tel: 0255-0252504240



**ST. AUGUSTINE UNIVERSITY OF TANZANIA (SAUT)
MBEYA CENTRE**

P.O BOX 2622
MBEYA
TANZANIA

Website : www.sautmbeya.ac.tz
Email : sautmbeya@gmail.com
Tel : +255-252504240

Building the City of God

**FEES STRUCTURE
ACADEMIC YEAR 2017/2018.
SAUT- MBEYA CENTER.**

Postgraduate Diploma programme

SN	Item	Tanzanian (Tshs)	Foreigner (\$)
1	University Fees	2,370,000.00	3,800.00
2	Administrative Fees		
	2.1 Examination Fees	145,000.00	100.00
	2.2 Students Union	10,000.00	5.00
	2.3 Identity Card	10,000.00	5.00
	2.4 TCU Quality Assurance	20,000.00	10.00
	2.5 NHIF & Capitation fee	100,000.00	100.00
	2.6 Provision Exam Results	6,000.00	3.00
	Total	2,661,000.00	4,023.00

Bachelor Degree Programme

SN	Item	Year I		Year II		Year III	
		Tanzanian(Tshs)	Foreigner (\$)	Tanzanian (Tshs)	Foreigner (\$)	Tanzanian (Tshs)	Foreigner (\$)
1	University Fees	1,260,000.00	2,360.00	1,260,000.00	2,360.00	1,260,000.00	2,360.00
2	Administrative Fees						
	2.1 Examination Fees	145,000.00	100.00	145,000.00	100.00	145,000.00	100.00
	2.2 Students Union	10,000.00	5.00	10,000.00	5.00	10,000.00	5.00
	2.3 Identity Card	10,000.00	5.00	-	-	-	-
	2.4 TCU Quality Assurance	20,000.00	10.00	20,000.00	10.00	20,000.00	10.00
	2.5 NHIF & Capitation fee	100,000.00	100.00	100,000.00	100.00	100,000.00	100.00
	2.6 Provision Exam Results	6,000.00	3.00	6,000.00	3.00	6,000.00	3.00
	TOTAL	1,551,000.00	2,583	1,541,000.00	2,578.00	1,541,000.00	2,578.00

Ordinary Diploma in Primary Education & Diploma in Education.

SN	Item	Year I		Year II		Year III	
		Tanzanian (Tshs)	Foreigner (\$)	Tanzanian (Tshs)	Foreigner (\$)	Tanzanian (Tshs)	Foreigner (\$)
1	University Fees	960,000.00	1,860.00	960,000.00	1,860.00	960,000.00	1,860.00
2	Administrative Fees						
	2.1 Examination Fees	145,000.00	100.00	145,000.00	100.00	145,000.00	100.00
	2.2 Students Union	10,000.00	5.00	10,000.00	5.00	10,000.00	5.00
	2.3 Identity Card	10,000.00	5.00	-	-	-	-
	2.4 TCU Quality Assurance	20,000.00	10.00	20,000.00	10.00	20,000.00	10.00
	2.5 NHIF & Capitation fee	100,000.00	100.00	100,000.00	100.00	100,000.00	100.00
	2.6 Provision Exam Results	6,000.00	3.00	6,000.00	3.00	6,000.00	3.00
	Total	1,251,000.00	2,083.00	1,241,000.00	2,078.00	1,241,000.00	2,078.00

Diploma Programme (ICT, LAW & BUSINESS ADMINISTRATION)

SN	Item	Year I		Year II	
		Tanzanian(Tshs)	Foreigner(\$)	Tanzanian(Tshs)	Foreigner(\$)
1	University Fees	960,000.00	1,860.00	960,000.00	1,860.00
2	Administrative Fees				
	2.1 Examination Fees	145,000.00	100.00	145,000.00	100.00
	2.2 Students Union	10,000.00	5.00	10,000.00	5.00
	2.3 Identity Card	10,000.00	5.00	-	-
	2.4 TCU Quality Assurance	20,000.00	10.00	20,000.00	10.00
	2.5 NHIF & Capitation fee	100,000.00	100.00	100,000.00	100.00
	2.6 Provision Exam Results	6,000.00	3.00	6,000.00	3.00
	Total	1,251,000.00	2,083.00	1,241,000.00	2,078.00

Certificate Programme

SN	Item	Tanzanian (Tshs)	Foreigner (\$)
1	University Fees	810,000.00	1,360.00
2	Administrative Fees		
	2.1 Examination Fees	145,000.00	100.00
	2.2 Students Union	10,000.00	5.00
	2.3 Identity Card	10,000.00	5.00
	2.4 TCU Quality Assurance	20,000.00	10.00
	2.5 NHIF & Capitation fee	100,000.00	100.00
	2.6 Provision Exam Results	6,000.00	3.00
	Total	1,101,000.00	1,583.00

Note:

1. Fees are subjected to change as deems fit
2. All privately sponsored students are required to pay at least half of the university fee and full amount of the Administrative Fees in order to be registered. Students already having National Health Insurance (**NHIF**) card upon verification shall pay only **TZS 49,600.00** for capitation fee
3. First year students under Higher Education Students Loans Board (HESLB) are required to pay at least 495,000/= in order to be registered. Continuing students are required to pay the remaining amount after deducting loan amount.
4. Meals and Accommodation allowances are arranged personally between the student and his/her sponsor as per companies/government scale.
5. All payments should be addressed to ST.AUGUSTINE UNIVERSITY OF TANZANIA MBEYA A/C NO. **0150421194100** CRDB BANK (LTD), MWANJELWA BRANCH.
6. For Foreigners, all payments should be addressed to ST.AUGUSTINE UNIVERSITY OF TANZANIA MBEYA A/C NO. **0150421194100** CRDB (LTD), MWANJELWA BRACH.

NB:

- 1) All payments should be done through the bank as indicated above and the student should bring legally valid bank slip to the bursar's office.
- 2) Any financial fraud shall lead to discontinuation from studies and shall be reported to the police for further legal action
- 3) Capitation fee under section 2 includes the following:
 - i) Transport expenses when a student is taken to the hospital.
 - ii) Some medical expenses which are not recognized by NHIF.
 - iii) Expenses incurred by the University before a student is referred to the hospital for Further treatment.