

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

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Tengeru Institute of Community Development - TICD
P O Box 1006
TENGERU-ARUSHA
TANZANIA

September 18, 2020

Joining Instructions

Please read the following instructions carefully and assure yourself of its understanding before you proceed to join the Institute for studies.

1. Introduction

The Tengeru Institute of Community Development (TICD) is a public Institution under the Ministry of Community Development Gender and Children. The Institute is situated on the slopes of Mt. Meru, 16 km from Arusha city centre, along the Arusha – Moshi – Dar es Salaam highway, 2.5 km off the road to the South. The climatic condition of the location of the Institute offers an ideal learning environment. With appreciably sufficient tree cover, typical of the North – Eastern highlands of Tanzania eco-system, and the fresh soothing breeze from Mt. Meru, the place is really one of the best learning environments found in the country. The famous Kilimanjaro Mountain, the highest peak of Africa is clearly visible from the Institute towering high in the sky, some 65 km to the east.

The area has extreme weather conditions at times extremely low temperatures (sometimes as low as 09 degrees C. at night), during the months of June – August following the March –May heavy rains, and hot, dusty seasons during the months of December-February, following the October mid-November showers. Thus all the necessary precautions should be taken to meet the vagaries of those extremities.

With a student body of approximately 2,200, coming from all parts of the country, the Institute is a cross-cultural interaction facility that allows students to learn “other cultures,” which is an essential facet to the skills development of community development workers.

The Institute has a fully operational dispensary to cater for minor health problems for the TICD Community. While more serious cases are referred to the District Hospital which is within a 2.5km reach. The attention of the fully equipped Regional Hospital is obtained in the heart of Arusha City, while the services of the referral hospital are available at the Kilimanjaro Christian Medical Centre (KCMC) in Moshi, some 65 km away.

2. Reporting at the Institute

- a) The Institute opens on **November 15, 2020** for Basic Technician Certificate NTA level 4, Technician Certificate and Ordinary Diploma. The orientation program shall begin from November 30 to December 03, 2020 for lower courses NTA level 4, 5 and 6).
- b) The Institute opens on **November 23, 2020** for Bachelors and Master Degree. The orientation program shall begin on December 7, 2020 to December 10, 2020.
- c) All selected students should report not later than fourteen (14) days from the day of opening the Institute. Those who will not have reported within the set time shall have their selection cancelled.

You shall be given a set of the Institute Rules and Regulations for Studentship. You are at liberty either to accept the Rules and Regulations, and therefore proceed with the registration formalities as students, or reject the Rules and Regulations, and surrender the offer for training to the Rector, so that another candidate can be considered for admission.

3. Payment of Fees

- Among other requirements no student will be registered before paying the relevant fees.
- No student will be allowed to attend classes or to sit for any tests or examinations if the tuition fee is not paid as required.
- Fees may be paid in full at one time, or in four installments as shown in the attachment of fee structure see **attachment Number 1**
- All Institute Payments shall be done by using **Control number** provided by Institute's Accountant office or retrieved from the Students Information Management System (SIMS) as directed in the Institute's website.
- It is in practice that Fees once paid are not refunded.

- You will have to produce Bank pay-in-slip as evidence of payment of fees during registration.

4. Entry Requirement and Authenticity of Documents.

The burden of proof for the authenticity of documents submitted during applications process lies on applicant. TICD reserves the right at any time before or during the progress of your programme to revoke the admission and/or registration status if should it be found that the applicant used false documents or does not meet our standards.

Verification of documents presented during application process is only the beginning of both internal and external verification process which is continuous throughout the duration of your programme.

If at any time it is discovered that an admitted/Registered student presented false document or the submitted document are below our standard as described in the invitation for application, TICD Reserves the right to cease the admission/Registration and if found that the violation of laws Country's law, the student will be open for prosecution.

In case of revocation of students' admission/Registration the said student will be inventible for any refund of the paid amount so far.

5. Registration

Registration takes place at the Institute premises only, and it has to be completed within the two weeks of reporting to the Institute. Failure to register during that period shall be interpreted as withdrawal from the course and shall therefore lead to cancellation of you selection and your position shall be offered to a needy qualified candidate.

During registration and as a necessary requirement of the registration process, you are required to produce the following documents.

- i. Original Academic Certificates and Transcripts with copies attached to registration form. (registration form can be downloaded from the Institute website www.ticd.ac.tz)
- ii. In-service (employee) students should submit a letter from their employer indicating they have been released to pursue the selected course of study. The letter must be produced at the time of registration
- iii. Original bank pay-in-slip as evidence of fees payment.

iv. Dully completed and signed medical examination form, It has to be completed and signed by a Medical Practitioner of a Government Hospital/health Centre, or from a reputable Hospital/Health Centre. This form should be submitted during registration (you can download from the Institute website www.ticd.ac.tz)

v. One (1) passport sizes colored photographs taken within the last two months. Upon fulfilling all registration requirements, the student will be issued with a registration number from the office of Registrar. Moreover students can only be allowed to defer studies after completion of registration.

6. Students Health Insurance

Students' health contribution will be 50,400/= per year. This is compulsory to all students. Health insurance cards will be provided to each student. For those with cards already will submit the copy during registration process for approval.

7. Meals Services

The Institute does not provide meals to students. Students buy their meals from the Institute Cafeteria, which is privately run and self-service; this means students are advised to have enough money to sustain them for meals at the beginning, even if they have applied for Government loan.

Moreover in the Institute there is an arrangement of paying for meal in advance to the provider either in two installment or once. It is advised for lower courses NTA level 4 and 5 to adhere this arrangement to help them in financial management.

8. Student's Organization

There is an Institute Students Organization (TICD - SO), to which all students are automatic members by admission and registration. It is an independent student's organization, which runs its affairs without much interference from Institute Management. Students are expected to contribute membership subscription and other fees to give it life and be able to perform its activities without much reliance on the Institute Administration. More information will be obtained from the office of the Organization (TICD-SO) itself.

9. Worship

The Institute recognizes the individual's right of worship. However, it does not have any facilities designated for that purpose. Students are therefore advised to use the facilities available for religious services outside the campus.

10. Communication

Students registered for a course of study at TICD are required to regularly consult notice boards designated for each Department as well as the Registrar's office. Students should also regularly consult the TICD website (www.cdti.ac.tz) for any information that may have a bearing on their studies or welfare. For internal communication, students are advised to use the communication module in their Student Information System (SIMS) accounts.

11. Student Accommodation

The Institute does not guarantee availability of hostel space for all students. To avoid inconveniences, students are advised to make their own arrangements for accommodation outside the Institute well in advance prior to commencement of the academic year. However, the Dean of student's office may assist students in securing accommodation in privately operated facilities.

12. Institute's Dress Code

The dress code is applicable to all students and is part of the Institute/government policy to provide and maintain high professional ethical standards of integrity and discipline on the campus. The dress code must be adhered to, by every Institute student, all the time of his/her studies.

Skin tight or transparent clothes, Jeans with holes; Trousers hanging under the buttocks (Mlegezo); Tight trousers, skirts, blouses; Dress/skirts with excessive slit (mpasuo); Any dress that leaves the stomach, waist, breasts, chest, and/or back open; Shorts or skirts that do not cover the thighs when seated; see through clothes, mini-skirts, stomach-cuts, capped sleeves and sleeveless tops/vests/shirts, T-shirts, tracksuits, casual wear like kangas, head scarves; sports shoes, slippers, shorts and jewels/earrings for men are forbidden.

13. Discipline

Students are required to demonstrate good behavior within and outside the Institute. Students must follow the institute's rules, regulations and students bylaw. Failure to observe and fulfill the Institute's rules, Regulation and students by laws will attract a disciplinary action which may include expulsion from the studies

14. General

Admission into a learning Institution is an important step towards the determination of you future life and aspirations. I believe that you will find this a memorable achievement, which you would like to pursue to success. In that spirit, I am confident that you will use all the time and resources at your disposal very effectively to make thing happen, which will eventually shape your own image and that of your Country.

CONTACT:

**Rector
Tengeru Institute of Community Development
P. O. Box 1006
Arusha**

**Email: registrar@ticd.ac.tz
Phone Number 0742350781 or 0737694207**

Once again, I am taking this opportunity to congratulate you on being admitted into Tengeru Institute of Community Development.

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT
FEE STRUCTURE FOR TICD PROGRAMMES ACADEMIC YEAR 2020/2021

DIRECT INSTITUTE COSTS

ITEMS	Tuition fee	Registration	Identity Card	NACTE Quality Assurance	Internet Facilities	Examination Fee	Students Organization Fee	Research & Field Supervision	Depreciation	Total
CERTIFICATE (NTA 4)	600,000.00	10,000.00	10,000.00	15,000.00	10,000.00	50,000.00	20,000.00			715,000.00
DIPLOMA NTA 5 & 6	730,000.00	10,000.00	10,000.00	15,000.00	15,000.00	50,000.00	20,000.00			850,000.00
ALL BACHELOR PROGRAMS	<i>FIRST YEAR</i>	950,000.00	20,000.00	10,000.00	20,000.00	20,000.00	50,000.00	20,000.00	50,000.00	1,140,000.00
	<i>SECOND YEAR</i>	950,000.00	0	0	20,000.00	20,000.00	50,000.00	20,000.00	160,000.00	1,220,000.00
	<i>THIRD YEAR</i>	950,000.00	0	0	20,000.00	20,000.00	50,000.00	20,000.00		1,060,000.00
Masters Degree	3,500,000	30,000	10,000		20,000	60,000	10,000		20,000	3,650,000.00

NB: Health **Insurance Compulsory for those who do not Have Health Insurance**

INSTALLMENTS PLAN							
Payment Installment	1st Installment (Reporting day of 1st sem.)	2nd Installment (8th week of 1st sem.)	3rd Installment (Reporting day of 2nd sem.)	4th Installment (8th week of 2nd sem.)	On Campus Hostels Accommodation	Health **Insurance**	
CERTIFICATE (NTA 4)	265,000.00	150,000.00	150,000.00	150,000.00	330,000.00	50,400.00	
DIPLOMA NTA 5 & 6	302,500.00	182,500.00	182,500.00	182,500.00	330,000.00	50,400.00	
ALL BACHELOR PROGRAMS	<i>FIRST YEAR</i>	427,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
	<i>SECOND YEAR</i>	507,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
	<i>THIRD YEAR</i>	347,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
MASTERS DEGREE	1,025,000.00	875,000.00	875,000.00	875,000.00	450,000.00	50,400.00	

1. All direct Institute cost can be paid in Semester or Annual basis, the described Installments above are just minimum amount to be paid
2. All Institute payables must be made by using **Control Number** provided by the Institute's Accountant or created following given procedures on the Institute's website