



THE UNITED REPUBLIC OF TANZANIA
**MINISTRY OF COMMUNITY DEVELOPMENT,
GENDER, WOMEN AND SPECIAL GROUPS**



TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

JOINING INSTRUCTIONS

16.05.2022

1.0 INTRODUCTION

Tengeru Institute of Community Development (TICD) is an autonomous public Institution under the Ministry of Community Development Gender, Women and Special groups. 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.

2.0 REPORTING AND COMMENCEMENT OF STUDIES

- i. The Institute opens on the **18th October 2022** for Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5) and Ordinary Diploma (NTA Level 6). Students orientation program will be conducted from **25th October to 28th October 2022** for lower courses programs (NTA Level 4, 5 & 6).
- ii. The Institute opens on the **22nd October 2022** for Bachelor's Degree (NTA Level 7&8) and Master's Degree (NTA Level 9) courses. Students orientation program will be conducted from **31st October 2021 to 4th November 2022**.

- iii. Class timetables will be availed during the orientation week.
- iv. All selected students should report and register **within the first two weeks (14 days)** of commencement of Academic year. Please note that failure to report and register within the prescribed time lead to cancellation of admission.

3.0 PAYMENT OF FEES & OTHER EXPENSES

- i. The applicable fee tuition fee installment and other expenses must be paid in full, in advance before registration. Please note that no student will be registered without paying tuition fee and other expenses.
- ii. Fees may be paid in full once, or in **four installments** as shown in the attached fee structure.
- iii. All Institute payments shall be done by using a **Control Number** issued by Institute's Accounts and Finance Department or generated electronically from the Students Information Management System (SIMS) accessible through the Institute's website.
- iv. Bank pay-in- slip or any other acceptable means of verification must be produced as evidence of payment during registration process.
- v. Fees and other expenses once paid are not refunded.
- vi. Fees and other expenses are subject to review each academic year.

4.0 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 the required admission standards. In case of revocation of students' admission/registration the said student will be ineligible for any refund of the paid to the Institute.

5.0 REGISTRATION

Registration takes place at the Institute main campus and at the TICD Town Center. Student's registration **MUST** be completed **within the two weeks (14 days)** of commencement of each semester. Failure to register during the prescribed period shall be interpreted as withdrawal from the course and shall therefore lead to cancellation of your selection

The following must be produced during the registration process;

- i. Original certificates of Secondary Education Examination (CSEE), Advanced Certificate of Secondary Education(ACSEE) or Diploma, Degree certificate and transcripts for verification
- ii. Evidence of payment of the required tuition fee and other expenses.
- iii. Certified copies of birth and all academic certificate and transcripts.
- iv. Release Letter from employer (for in-service students)
- v. Residence Permit – (for international students)
- vi. Fully completed and signed medical examination form.
- vii. Two recent Passport photos bearing your names and program of study at the back.
- viii. Health Insurance Card or Pay slip of TZS 50,400 to NHIF.

Upon fulfilling all registration requirements, the student will be issued with a registration number and an Identity Card by the Registrar's office.

6.0 STUDENTS HEALTH & INSURANCE

- i. The Institute has a fully operational dispensary to cater for minor health problems for students and the surrounding community. In addition, West Meru Hospital, a district hospital is within 2.5 km reach for handling serious cases. The attention of the fully equipped Regional Hospital is obtained in the heart of Arusha City within 10km reach, while the services of the referral hospital are available at the Kilimanjaro Christian Medical Centre (KCMC) in Moshi, some 65 km away. Students admitted at TICD Arusha Town Centre have access to health facilities only 500M within the surrounding area.
- ii. Every student is mandatorily required to have a health insurance cover. Health insurance cards must be produced during registration. For those without any insurance cover, they should obtain health insurance cover from the National Health Insurance Fund (NHIF) issued at 50,400/= per year.
- iii. Students with NHIF cards already must submit a copy during registration process for approval.

7.0 MEALS SERVICES

The Institute does not provide meals to students. Students residing within the campus can buy their meals from the Institute Cafeteria that is privately run and self-service. Students have liberty to take their meals wherever they choose at their own expense. Parents, guardians and sponsors are advised to provide adequate meal allowance directly to students to cover breakfast, lunch and dinner. For students residing within the campus, cooking in hostels is strictly prohibited.

8.0 STUDENT'S ORGANIZATION

All students admitted to the Institute are automatically members of the Tengeru Institute of Community Development Students Organization (TICD-SO). As a student body, TICD-SO is an independent student's organization responsible for organizing and coordinating student's activities. Membership to TICD-SO is **20,000 shillings**.

9.0 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.

10.0 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.ticd.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.

11.0 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. The Dean of student's office may assist students in securing accommodation in privately operated facilities.

12.0 DRESS CODE

All students are required to observe appropriate dress code at all times both on and off campus during their study as part of the Institute policy, rules and regulations. Posters showing inappropriate dress code is available at www.ticd.ac.tz.

Students are strictly not allowed to wear the followings;

- i. Jeans with holes
- ii. Mesh type of see-through clothes
- iii. Trousers hanging under the buttocks (Mlegezo)
- iv. Very tight trousers, skirts, blouses
- v. Dress/skirts with excessive slit (mpasuo)
- vi. Any dress that leaves the stomach, waist, chest, and or back open
- vii. Shorts or skirts that do not cover the knees when seated
- viii. Earrings for men
- ix. Unbuttoned shirts
- x. Pajamas, flip flops or slippers outside the residence halls
- xi. Any kind of dressing that leaves underwear visible
- xii. Any kind of dressing that leaves the breasts open/visible.
- xiii. Hats or caps worn back ward
- xiv. Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language
- xv. Inappropriate hair style for men e.g. plating
- xvi. Any kind of dressing that the Institute Official may deem inappropriate

13.0 DISCIPLINE

Students are required to demonstrate good behavior within and outside the Institute. Students must follow the institute's rules, regulations and student's bylaw. Failure to observe and fulfill the Institute's Rules, Regulation and Students By- Laws attracts a disciplinary action that may include expulsion from the studies.

14.0 GENERAL

Admission into a learning Institution is an important step towards the determination of your 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 things happen, which will eventually shape your own image and that of your Country. **Karibu sana Tengeru Institute of Community Development!**

CONTACT:

**Rector
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TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT
FEE STRUCTURE FOR TICD PROGRAMMES ACADEMIC YEAR 2022/2023
DIRECT INSTITUTE COSTS

ITEMS		Tuition fee	Registration	Identity Card	NACTE Quality Assurance	Internet Facilities	Examination Fee	Students Organization Fee	Apprenticeship/Field Practice	Depreciation	Library services	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	20,000.00	15,000.00	10,000.00	760,000.00
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	20,000.00	15,000.00	10,000.00	895,000.00
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	80,000.00	50,000.00	10,000.00	1,230,000.00
	<i>SECOND YEAR</i>	950,000.00	0	0	20,000.00	20,000.00	50,000.00	20,000.00	80,000.00	-	10,000.00	1,150,000.00
	<i>THIRD YEAR</i>	950,000.00	0	0	20,000.00	20,000.00	50,000.00	20,000.00	80,000.00	-	10,000.00	1,150,000.00
Master's Degree		3,500,000	30,000	10,000		20,000	60,000	10,000		20,000.00	10,000.00	3,660,000.00

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)		310,000.00	150,000.00	150,000.00	150,000.00	330,000.00	50,400.00
DIPLOMA NTA 5 & 6		347,500.00	182,500.00	182,500.00	182,500.00	330,000.00	50,400.00
ALL BACHELOR PROGRAMS	<i>FIRST YEAR</i>	517,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
	<i>SECOND YEAR</i>	437,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
	<i>THIRD YEAR</i>	437,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
MASTERS DEGREE		1,035,000.00	875,000.00	875,000.00	875,000.00	450,000.00	50,400.00

