



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF COMMUNITY DEVELOPMENT, GENDER, WOMEN AND SPECIAL GROUPS.

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT



JOINING INSTRUCTIONS SEPTEMBER– INTAKE 2024

03.06.2024

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 kms from Arusha city Centre, along the Arusha – Moshi – Dar es Salaam highway, 2.5 kms 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 **23rd October 2024** for Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5), Ordinary Diploma (NTA Level 6), Bachelor Degree (NTA Level 8) and Master Degree Full Time and Blended Programs (NTA Level 9). Students' orientation program will be conducted after two weeks of registration.
- ii. Class time tables will be availed during the orientation week.
- iii. 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 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 program 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. Student's registration **MUST** be completed **within 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' ACCOMODATION

The Institute guarantees availability of hostel space for all students. To avoid inconveniences, students are advised to pay accommodation fees timely as shown on fees structure as attached. However, The Dean of student's office may assist students in securing accommodation in privately operated facilities.

7.0 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 kms reach for handling seriouscases.
- ii. Every student is mandatorily required to have a health insurance cover or obtain a National Health Insurance Fund (NHIF) issued at 50,400/= per year during registration.
- iii. Students with NHIF cards already must submit a copy during registrationprocess for approval.

8.0 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!

9.0 CONTACT:

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

Email: registrar@ticd.ac.tz

Phone: Number 0742350781 or 0684508904 or 0715108390 or 0756052763

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT
FEE STRUCTURE FOR TICD PROGRAMMES ACADEMIC YEAR 2024/2025
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	Transcript	Graduation	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	30,000.00	15,000.00	10,000.00	20,000.00	40,000.00	830,000.00
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	30,000.00	15,000.00	10,000.00	20,000.00		965,000.00
ALL BACHELOR PROGRAMS	<i>1st YEAR</i>	950,000.00	20,000.00	10,000.00	20,000.00	20,000.00	50,000.00	20,000.00	100,000.00	50,000.00	10,000.00		1,250,000.00
	<i>2nd YEAR</i>	950,000.00	0	0	20,000.00	20,000.00	50,000.00	20,000.00	100,000.00	-	10,000.00		1,200,000.00
	<i>3rd YEAR</i>	950,000.00	0	0	20,000.00	20,000.00	50,000.00	20,000.00	100,000.00	-	10,000.00	20,000.00	40,000.00
Master's Degree	3,500,000	30,000.00	10,000.00		20,000.00	50,000.00	20,000.00	200,000.00	20,000.00	10,000.00	20,000.00	50,000.00	3,930,000.00
Master's Degree (Blended)	4,250,000.00	30,000.00	10,000.00	-		20,000.00	50,000.00	200,000.00			20,000.00	50,000.00	4,630,000.00

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)	380,000.00	150,000.00	150,000.00	150,000.00	330,000.00	50,400.00	
DIPLOMA NTA 5 & 6	417,500.00	182,500.00	182,500.00	182,500.00	330,000.00	50,400.00	
ALL BACHELOR PROGRAMS	<i>FIRST YEAR</i>	537,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
	<i>SECOND YEAR</i>	487,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
	<i>THIRD YEAR</i>	547,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
MASTER'S DEGREE (BLENDED)	1,442,000.00	1,062,000.00	1,062,000.00	1,062,000.00			
MASTER DEGREE (1st Yr.)	743,500.00	583,500.00	583,500.00	583,500.00	450,000.00	50,400.00	
MASTER DEGREE (2nd Yr.)	874,500.00	291,500.00	-	-	450,000.00	50,400.00	

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

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.