



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



TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

In reply please quote:

Ref: No.AC.9/274/01/56

June 9th, 2025

Re: **JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2025/2026**

1.0 INTRODUCTION

Congratulations to all newcomers!

Welcome to the Tengeru Institute of Community Development (TICD) for the 2025/2026 academic year! You have made the right decision to join TICD — the oldest and most reputable institution in the field of community development in East Africa. TICD is an autonomous public Institution under the Ministry of Community Development, Gender, Women, and Special groups, with over 62 years of experience in providing training. This is a place where your academic journey will broaden your knowledge, nurture your talents, and empower you to realize your dreams.

The Institute is located in Tengeru, about 16 km from Arusha City Centre, along the Arusha–Moshi–Dar es Salaam highway. Its climate, featuring a lush ecosystem and a fresh, soothing breeze, provides one of the best learning environments in the country. The famous Mount Kilimanjaro, Africa's highest peak, is clearly visible from about 65 km away.

Upon your arrival, our staff will guide you, and our bus will be available daily at Tengeru Centre to pick up students from **7:30 a.m. to 4:00 p.m.**

2.0 REPORTING AND COMMENCEMENT OF STUDIES

Prospective students selected to join TICD for Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5), Ordinary Diploma (NTA Level 6), Bachelor's degree Programs and Master's Degree Programs (NTA Level 9), are ought to report on **3rd November, 2025**, ready for registration and orientation.

All selected students should report and register **within the first two weeks (14 days)** of the commencement of the Academic year.

NOTE:

Failure to report and register within the prescribed timeframe will result in the cancellation of admission.

3.0 PAYMENT OF FEES & OTHER EXPENSES

A. PAYMENT COMPLIANCE

- i. All applicable tuition fee installments and other expenses, including accommodation charges for the semester or the entire academic year, must be paid in full and in advance before registration. Kindly note that no student will be permitted to register without settling the tuition fees, other expenses, and accommodation charges.

Fees may be paid in full or in **four installments** as shown in the ***attached fee structure***.

- ii. All Institute payments shall be made by using a **Control Number** issued by the Institute's Accounts Unit or generated electronically from the students' accounts.
- iii. Bank pay-in-slip or any other acceptable means of verification must be produced as evidence of payment during the registration process.
- iv. Fees and other expenses once paid are not refunded.
- v. Fees and other expenses are subject to review each academic year.

B. PAYMENT PROCEDURES

All payments should be made through the **Student Information Management System (SIMS)**. Ensure you get Control Numbers from the Government Electronic Payment Gateway (GePG). Payment procedures are as follows:

- i. Go to the Institute website: www.ticd.ac.tz and download your admission number from the list;
- ii. Log into Student Information Management System (SIMS) by entering your Admission Number as **Username** and surname in CAPITAL LETTERS as **Password**;
- iii. Change the password into (At least 1 Capital Letter; 1 small letter; 1 special character e.g. @; and a number. e.g. Ticd@2020;
- iv. Check the validity of contact and next of kin information;
- v. Click the **Payment** button;

- vi. Click the Fee Structure button, after selecting your Academic Year, Program, and Class, then click the **Preview Invoice** button;
- vii. Select your mode of Payment Control Number where all payment instructions are clearly indicated.

4.0. AUTHENTICITY OF DOCUMENTS

The burden of proof for the authenticity of documents submitted during the application process lies with the 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 it is 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 PROCESS

Registration will take place at the Institute's main campus. Student's registration **MUST** be completed **within two weeks (14 days)** of the commencement of the 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 certificates and transcripts;
- iv. Release Letter from employer (for in-service students);
- v. Residence Permit – (for international students);
- vi. Dully completed and signed the medical examination form by TICD Medical Practitioners, whereas special arrangements will be made for the students to have a medical checkup at the **cost of TSHSZ. 5,000/=**;
- vii. Two recent Passport photos bearing your name and program of study;
- viii. Health Insurance Card or Pay slip of TZS 50,400/= to NHIF.

Upon fulfilling all the registration requirements, the students will be issued a registration number and an Identity Card by the Admission Office.

6.0. STUDENTS' ACCOMMODATION

The Institute guarantees the availability of hostel space for all students. However, for the Basic Technician Certificate (NTA Level 4); Technician Certificate (NTA Level 5), Ordinary Diploma (NTA Level 6), and First Year - Bachelor Degree Programs (NTA – Level 7) are obliged to dwell in campus hostel in accordance with the Institute's Accommodation Policy of 2022.

To avoid inconvenience, students are advised to pay accommodation fees in advance as per the fee structure attached.

NOTE:

Hostels are also available for the full-time Master's degree programs.

7.0. STUDENTS' HEALTH & INSURANCE

- i. The Institute has a fully operational dispensary to cater to minor health problems for students and the surrounding community. In addition, West Meru Hospital, a district hospital, is within 2.5 kilometers' reach for handling serious cases.
- 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 the registration process for approval.

8.0 ORIENTATION WEEK

Orientation week will commence on **13th – 19th, November 2025**. There will be addresses as per the orientation timetable from 8:00 am to 4:00 pm. **Attendance is strictly compulsory for all students, and no exemptions shall be granted**

9.0 CAFETERIA

The Institute operates cafeterias where students are encouraged to take their meals to avoid consuming food from unhygienic sources. Students will be responsible for paying for their daily meals.

10. GENERALLY

"On behalf of the Institute, I wish to extend my warm congratulations on your admission. Admission into this esteemed institution is not only a memorable achievement but also a solemn responsibility that requires diligence, discipline, and determination. The Institute holds the firm expectation that you will utilize your time

and resources wisely to excel academically and professionally. In doing so, you will not only shape your own future with distinction but also make a meaningful contribution to the progress and development of our nation."

For any enquiries, don't hesitate to contact us:

Email: registrar@ticd.ac.tz

Mobile contact numbers: 0742350781, 0684508904, 0719880299, 0755926291, 0786522215



Dr. Bakari George,
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TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT
FEE STRUCTURE FOR TICD PROGRAMMES ACADEMIC YEAR 2025/2026
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) NONSCIENCE PROGRAM		600,000.00	20,000.00	10,000.00	20,000.00	10,000.00	50,000.00	20,000.00	30,000.00	15,000.00	10,000.00	20,000.00	40,000.00	845,000.00
DIPLOMA NTA 5 & 6 NONSCIENCE PROGRAM		730,000.00	20,000.00	10,000.00	20,000.00	15,000.00	50,000.00	20,000.00	30,000.00	15,000.00	10,000.00	20,000.00	40,000.00	980,000.00
CERTIFICATE & DIPLOMA (NTA 4-6) ENVIRONMENTAL HEALTH SCIENCE		1,300,000.00	20,000.00	10,000.00	20,000.00	10,000.00	50,000.00	20,000.00	30,000.00	15,000.00	10,000.00	20,000.00	40,000.00	1,545,000.00
ALL BACHELOR PROGRAMS	1st YEAR	950,000.00	20,000.00	10,000.00	25,000.00	20,000.00	50,000.00	20,000.00	100,000.00	50,000.00	10,000.00			1,255,000.00
	2nd YEAR	950,000.00	20,000.00	10,000.00	25,000.00	20,000.00	50,000.00	20,000.00	100,000.00	-	10,000.00			1,205,000.00
	3rd YEAR	950,000.00	20,000.00	10,000.00	25,000.00	20,000.00	50,000.00	20,000.00	100,000.00	-	10,000.00	20,000.00	40,000.00	1,265,000.00
POSTGRADUATE DIPLOMA STUDIES		1,200,000.00	30,000.00	10,000.00	25,000.00	20,000.00	60,000.00	10,000.00	0	20,000.00	10,000.00	20,000.00	40,000.00	1,445,000.00
MASTER DEGREE		3,500,000.00	30,000.00	10,000.00	25,000.00	20,000.00	50,000.00	20,000.00	200,000.00	20,000.00	10,000.00	20,000.00	50,000.00	3,955,000.00
MASTER'S DEGREE (BLENDED)		4,250,000.00	30,000.00	10,000.00	25,000.00		20,000.00	50,000.00	200,000.00			20,000.00	50,000.00	4,655,000.00

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 330,000.00
CERTIFICATE (NTA 4)		395,000.00		150,000.00	150,000.00	150,000.00	50,400.00
DIPLOMA NTA 5 & 6		432,500.00		182,500.00	182,500.00	182,500.00	
CERTIFICATE & DIPLOMA (NTA 4-6) ENVIRONMENTAL HEALTH SCIENCE		570,000.00		325,000.00	325,000.00	325,000.00	50,400.00
ALL BACHELOR PROGRAMS		1st YEAR	542,500.00	237,500.00	237,500.00	237,500.00	50,400.00
		2nd YEAR	492,500.00	237,500.00	237,500.00	237,500.00	50,400.00

	<i>3rd YEAR</i>	552,500.00	237,500.00	237,500.00	237,500.00	330,000.00	50,400.00
POSTGRADUATE DIPLOMA STUDIES		545,000.00	300,000.00	300,000.00	300,000.00	450,000.00	50,400.00
MASTER'S DEGREE (BLENDED)		1,113,500.00	708,500.00	708,500.00	707,833.00		
MASTER'S DEGREE (BLENDED) 2nd		833,167.00	583,500.00	-	-		
MASTER DEGREE (1st Yr.)		1,038,340.00	583,340.00	583,340.00	583,340.00	450,000.00	50,400.00
MASTER DEGREE (2nd Yr.)		874,340.00	292,300.00	-	-	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.

FEE STRUCTURE FOR FOREIGN STUDENTS IN US DOLLARS

ITEMS	Tuition Fee (USD)	Registration Fee	Residence Fee	Students Union Fee	Internet Fee	Total
CERTIFICATE (NON-SCIENCE PROGRAMMES)	541.1 USD	25 USD	300 USD	15 USD	20 USD	901.1 USD
CERTIFICATE & DIPLOMER (NTA 4-6) ENVIRONMENTAL HEALTH	618 USD	25 USD	300 USD	15 USD	20 USD	978 USD
DIPLOMA NTA 5 & 6 (NONSCIENCE PROGRAMMES)	661 USD	25 USD	300 USD	15 USD	20 USD	1021 USD
ALL BACHEOR PROGRAMS	<i>1st YEAR</i>	860 USD	25 USD	300 USD	15 USD	1220 USD
	<i>2nd YEAR</i>	860 USD	25 USD	300 USD	15 USD	1220 USD
	<i>3rd YEAR</i>	860 USD	25 USD	300 USD	15 USD	1220 USD
POSTGRADUATE DIPLOMA STUDIES	1086.3 USD	25 USD	300 USD	15 USD	20 USD	1446.3 USD
MASTER DEGREE FULL TIME	3168.4 USD	25 USD	300 USD	15 USD	20 USD	3528.4 USD
MASTER'S DEGREE (BLENDED)	3847.3 USD	25 USD	300 USD	15 USD	20 USD	4207.3 USD

FOREIGN STUDENTS LIVING COSTS PER SEMESTER IN US DOLLARS

ITEMS	Meals Per Annum	Books and Stationaries	Transportation Costs	Extra Costs (Social Activities)	Insurance	Total
CERTIFICATE (NTA 4)	750 USD	200 USD	120 USD	110 USD	115 USD	1295 USD
DIPLOMA NTA 5 & 6	750 USD	200 USD	120 USD	110 USD	115 USD	1295 USD
ALL BACHEOR PROGRAMS	<i>1st YEAR</i>	750 USD	200 USD	120 USD	110 USD	1295 USD
	<i>2nd YEAR</i>	750 USD	200 USD	120 USD	110 USD	1295 USD
	<i>3rd YEAR</i>	750 USD	200 USD	120 USD	110 USD	1295 USD
POSTGRADUATE DIPLOMA STUDIES	750 USD	200 USD	120 USD	110 USD	115 USD	1295 USD
MASTER DEGREE FULL TIME	750 USD	200 USD	120 USD	110 USD	115 USD	1295 USD
MASTER'S DEGREE (BLENDED)	750 USD	200 USD	120 USD	110 USD	115 USD	1295 USD