

## JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2019/2020

### 1. CAMPUS LOCATION

The Institute is located at Mikocheni B Area along ITV Road in Dar es Salaam city about one kilometre from Mwenge bus Stand.

### 2. DATE OF ARRIVAL

The Institute of Tax Administration (ITA) is expected to open on 28/10/2019 for fresh students. The first week is for registration and orientation activities starting on 28/10/2019 and ending on 3/11/2019. All fresh students are required to participate in the orientation week program. More information will be given on arrival.

### 3. MEDICAL EXAMINATION

You will be required to go for medical examination at any Government hospital/Health centre or any hospital recognized by the National Health Insurance Fund. You will therefore have to fill in medical examination form which will be presented for registration. The form can be downloaded from the ITA website at at [www.ita.ac.tz](http://www.ita.ac.tz)

### 4. REGISTRATION

You will be required to register formally in order to become a student of the Institute. The following are needed before registration is done: -

#### a) Academic Documents

Your original certificates and transcripts of your general education (Form IV and Form Six or equivalent), professional training (where applicable), and any other relevant documents which were presented with your application.

#### b) Proof of identity

- 4-passport size photographs
- Passport (if you are a foreign student).
- Birth certificate

#### c) Payment or evidence of payment of fees.

A receipt or deposit slip

#### **d) Other relevant documents**

- Duly filled in Registration Form (downloadable at ITA website at [www.ita.ac.tz](http://www.ita.ac.tz) ).
- Medical examination form.
- Contract of obedience to ITA rules, regulations, policies and by laws.
- Original copy of the admission letter.

#### **5. TUITION FEES AND LIVING EXPENSES**

You will be required to pay the required fees as per fee structure of your course presented to you with the application forms. No student shall be registered unless he/she has paid the required fees. Fees paid will not be refunded unless otherwise provided for under the Institute's Refund Policy. Details of annual fees for each academic programme are provided in Appendix A and B for local and foreign students respectively. Students are encouraged to pay the full annual fee at the beginning of the academic year. However, in case of need they may pay in three instalments as indicated in *Appendix C*.

#### **6. PAYMENT PROCEDURE**

Fees are to be paid directly to the Institute's bank account (**i.e. TRA – ITA Fee Collection Account No. 0150303205600**) at any CRDB branch or at any other account so designated in writing by the Rector. After payment through the bank, the bank pay-in-slip is to be submitted to the Institute's Cashier in exchange for an official receipt.

All payments in respect of all foreign students shall be made through a USD Bank Account (**i. e. Institute of Tax Administration, Kenya Commercial Bank (Tanzania) Ltd, Bank Account No. 3300481074**). If payment is made by an overseas cheque, then all bank charges must be borne by the drawer/ sponsor.

#### **7. IMMIGRATION FORMALITIES FOR FOREIGN STUDENTS**

Foreign students are expected to clear all immigration formalities in their countries before they depart for Tanzania. Upon arrival at the ITA, they will be required to obtain a Residence Permit which costs USD 250 within the first week. No foreign student will be registered without a Residence permit.

#### **8. IDENTIFICATION CARDS**

In order to be issued with a student identity card, each student will be required to upload a passport size photo through the personal SARIS account. SARIS can be accessed using the username and password issued at the time of application.

#### **9. ACCOMODATION**

The Institute has no on- campus accommodation facilities (hostels). Students are advised to search for accommodation in the Institute's neighbourhood areas.

#### **10. CAFETERIA SERVICES**

Meals are provided at campus on cost basis. Students are responsible for paying for their day meals. The cost for day meal ranges but at minimum student requires TZS 5000 for on campus meals.

## **11. CHANGE OF NAME**

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their certificates.

## **12. CHANGE OF PROGRAMME**

Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme. This regulation applies to programmes with Regular/Full Time and Executive/Part Time Modes. Student cannot transfer from one mode to another unless permitted by the Deputy Rector (Academic, Research and Consultancy).

## **13. ALLOWANCE AND OTHER CHARGES**

There are a number of allowances that may be paid by sponsor directly to students registered into the ITA academic programmes which are listed in *Appendix C*.

## **14. DEFERREMENT OF STUDIES**

Students who have been selected but cannot join the Institute for any reason cannot defer the admission to the next year. Such students need to apply afresh for the coming year.

## **15. CONDUCT AND DISCIPLINE**

The Institute requires its students to behave in a professional manner at all times. In order to portray this professional image, students must, at all times, dress in a manner that reflects professionalism and respect. Moreover, at any time each student is expected to conduct himself/herself in such a manner that may not contravene examination regulations, library rules and any other lawful stipulations issued from time to time by the Institute's Management. As a student you should take particular note of the Almanac as it is the most reliable source of timings for each of the important academic events that concern members of the ITA community. On arrival to the Institute, new students will be required to sign a contract with the ITA to declare the following:

- a) Obedience to the Institute's authorities.
- b) To study diligently and earnestly.
- c) To abide to the existing ITA regulations, policies and procedures and by-laws.

The Institute has modern and state of the art facilities in hostels, classrooms and computer labs. Students are required to take care of the Institutes properties. A damage or loss of Institute's property will have to be paid by the student who cause such as loss and any caution money paid will not be refunded.

**APPENDIX A: Tanzania and EAC Students (in TZS) either per annum (p.a.) or per programme (p.p.)**

<b>Programme</b>	<b>Tuition Fee</b>	<b>Caution Money*; NACTE exams &amp; Health Insurance fees</b>	<b>ITASO</b>	<b>Total</b>
East African Customs Clearing and Freight Forwarding Practising Certificate	750,000 p.p.	50,000 p.p. 50,400 p.p	30,000 p.p.	880,400
Basic Certificate in Customs and Tax Management	1,500,000p.a.	50,000 p.p 15,000 p.p. 50,400 p.p	30,000 p.p.	1,645,400
Diploma in Customs and Tax Management	1,500,000p.a.	50,000 p.p. 15,000 p.a 50,400 p.a	30,000 p.a.	1,645,400
Bachelor of Customs and Tax Management	1,800,000p.a.	50,000 p.p. 20,000 p.a. 50,400 p.a	30,000 p.a.	1,950,400
Postgraduate Diploma in Taxation	2,700,000p.p.	50,000 p.p. 50,400 p.p	30,000 p.p.	2,830,400

**APPENDIX B: Non-EAC Students (in US \$) per annum (p.a.) or per programme (p.p.)**

<b>Programme</b>	<b>Tuition Fee</b>	<b>Caution Money*; NACTE exams &amp; fees</b>	<b>ITASO</b>	<b>Total</b>
East African Customs Clearing and Freight Forwarding Practising Certificate	1,400 p.p.	50 p.p. 50 p.p	30 p.p.	1,480
Basic Certificate in Customs and Tax Management	3,000 p.a.	50 p.p. 15 p.p. 50 p.p	30 p.p.	3,095
Diploma in Customs and Tax Management	3,000 p.a.	50 p.p. 15 p.a. 50 p.a	30 p.a.	3,095
Bachelor of Customs and Tax Management	4,200 p.a.	50 p.p. 20 p.a 50 p.a	30 p.a.	4,300
Postgraduate Diploma	6,300 p.p.	50 p.p. 50 p.p	30 p.p.	6,380
Master of Arts (Revenue Law & Administration)	7,000 p.p	50 p.p. 50 p.p	30 p.a.	7,080

**APPENDIX C: Tuition Fee Instalments for Local Students**

<b>Programme</b>	<b>1<sup>ST</sup> INSTALMENT 40%</b>	<b>2<sup>ND</sup> INSTALMENT 30%</b>	<b>3<sup>RD</sup> INSTALMENT 30%</b>
East African Customs Clearing and Freight Forwarding Practising Certificate	NA	NA	NA
Basic Certificate in Customs and Tax Management	600,000	450,000	450,000
Diploma in Customs and Tax Management	600,000	450,000	450,000
Bachelor of Customs and Tax Management	760,000	570,000	570,000
Postgraduate Diploma	1,080,000	810,000	810,000
Date Due:	Before registration	Semester1, Week 12	Semester 2, Week1

Note: 1<sup>st</sup> Instalment comprises: 40% of tuition fee plus other cost, 2<sup>nd</sup> and 3<sup>rd</sup> Instalments 30% of the tuition fee plus field work costs

**APPENDIX D: PAMENTS PAYABLE DIRECTLY TO THE STUDENT**

	<b>CERTIFICATE</b>		<b>ORDINARY DIPLOMA</b>	<b>BACHELOR</b>	<b>PGDIP</b>
Field allowance(TZS per day)	10,000		10,000	10,000	10,000
Book allowance and stationary allowance	200,000 USD 125		200,000 USD 125	200,000 USD 125	500,000 USD 250
Production of Research Project	NA		NA	300,000 USD 188	300,000 USD 188