

INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)



P.O. Box 2798, Njiro Hill, Arusha, Tanzania

Telephone: 255 27 254 9605 / 254 9606 / 250 1416 / 250 6096

Fax: 255 027 254 9421

IAA/REG/2017

May 18th, 2017

ADMISSION OFFER

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REF: ADMISSION INTO THE _____
PROGRAMME FOR THE 2017/2018 ACADEMIC YEAR

We are glad to inform you that you have been selected to join the Institute of Accountancy Arusha for the above mentioned programme. You are required to report for orientation and registration on **Monday 23rd October, 2017**. Semester classes begin on **30th October, 2017**.

1. Fees Payment

Students are required to pay fees as per the payment schedule indicated below for each programme.

Programme		Semester I (40% of fees-paid before registration)	End of Semester I (20% of fees-paid before issuance of examination numbers)	Semester II (40% Paid before the commencement of second semester)	TOTAL
		Tsh	Tsh	Tsh	Tsh
Bachelor Degree	BCS & BIT	733,200	366,600	733,200	1,833,000
	BA,BEF,BFB,BBM & BPLM	693,200	346,600	693,200	1,733,000
Postgraduate Diploma	PGDA,PGDBF,PGDPSM & PGDCS	853,200	426,600	853,200	2,133,000

NB: Before registration all Bachelor Degree students are required to pay 20,000/= through the Institute's Bank Account for Quality Assurance Fee payable to NACTE. All fees payment must be made through the following Bank accounts in relation to your campus.

S/N	NAME OF THE CAMPUS	ACCOUNT NAME	ACCOUNT NUMBER	BANKER ADDRESS
1	IAA Main Campus	Institute of Accountancy Arusha	01J1035916500	CRDB, MERU BRANCH ARUSHA
2	Dar es Salaam Campus	IAA Dar es Salaam Campus Collection Account	0150035916501	CRDB, MERU BRANCH ARUSHA
3	Mwanza Campus	IAA Mwanza Campus Collection Account	0150035916502	CRDB, MERU BRANCH ARUSHA

No candidate will be registered or allowed to attend classes before payment of the required fees.

Please do not come to the Institute at all if you cannot or do not have a solid written or legally attested assurance of someone to pay for your fees.

2. Sponsorship

- (i) All admitted students may either be fully private, i.e. paying fees from their own sources or be sponsored by HESLB for those who are eligible and have applied for loans.
- (ii) Securing a loan will depend on your fulfillment of the loan conditions stipulated in the Loan Application forms.
- (iii) Students who have applied for loans from HESLB are advised to have at least **TShs. 300,000** for meals and miscellaneous expenses that they may have to incur in the period before they know the results of their loan applications.
- (iv) You are required to get in touch with your sponsor(s) to accomplish your sponsorship formalities before commencement date of your study. Students should always have enough financial resources to cater for their needs while at the Institute. Field allowance for the 3rd year of study is the responsibility of a student and his/her sponsor.

3. Items Required for Registration

You are required to bring with you the **originals** and **two copies** of your leaving, academic and birth certificates/affidavit, original bank pay in slip for fees, dully filled in medical form from registered medical practitioner, three identical colored passport size photographs.

Admission made on the basis of false information/identity/certificates will be declared null and void, and may lead to prosecution of the culprit in a court of law and deregistration. Upon such occurrence any payments already paid to the Institute will not be refunded.

Please find attached herewith a set of Admission Information which you are advised to **read carefully** and comply with the requirements stated therein.

We look forward to welcoming you to IAA.

Yours Sincerely,

INSTITUTE OF ACCOUNTANCY ARUSHA

**N. N. Foya
REGISTRAR**

KEY:

A: POSTGRADUATE DIPLOMA PROGRAMMES

- (i) Post graduate Diploma in Accountancy (PGDA)**
- (ii) Postgraduate Diploma in Banking and Finance (PGDBF)**
- (iii) Postgraduate Diploma in Procurement and Supplies Management (PGDPSM)**
- (iv) Postgraduate Diploma in Computer Science (PGDC)**
- (v) Postgraduate Diploma in Financial Management (PGDFM)**

B: BACHEOR DEGREE PROGRAMMES

- (i) Bachelor of Accountancy (BA)**
- (ii) Bachelor of Finance and Banking (BFB)**
- (iii) Bachelor of Procurement and Logistics Management (BPLM)**
- (iv) Bachelor of Economics and Finance (BEF)**
- (v) Bachelor of Business Management (BBM)**
- (vi) Bachelor of Computer Science (BCS)**
- (vii) Bachelor of Information Technology (BIT)**

C: ORDINARY DIPLOMA PROGRAMMES

- (i) Ordinary Diploma in Accountancy (ODA)**
- (ii) Ordinary Diploma in Finance and Banking (ODFB)**
- (iii) Ordinary Diploma in Procurement and Logistics Management (ODPLM)**
- (iv) Ordinary Diploma in Business Management (ODBM)**
- (v) Ordinary Diploma in Computer Science (ODCS)**
- (vi) Ordinary Diploma in Information Technology (ODIT)**

D: BASIC TECHNICIAN CERTIFICATE PROGRAMMES

- (i) Basic Technician Certificate in Accountancy (BTCA)**
- (ii) Basic Technician Certificate in Computing and Information Technology (BTCCIT)**
- (iii) Basic Technician Certificate in Business Management(BTCBM)**
- (iv) Basic Technician Certificate in Finance & Banking (BTCFB)**
- (v) Basic Technician Certificate in Procurement & Logistics Management (BTCPLM)**

INSTITUTE OF ACCOUNTANCY ARUSHA

PROSPECTIVE STUDENTS' INFORMATION 2017/2018 ACADEMIC YEAR

1.0 DATE OF ARRIVAL

New students should report by **23th, October 2017** for orientation week which starts on **Monday, October 23th, 2017**. Classes begin on **Monday, October 30th, 2017**.

2.0 MEDICAL EXAMINATION

2.1. Admission to the Institute is conditional upon presentation of a Medical Report affirming your fitness for studies. You are therefore required to undergo Medical Examination by a registered Medical Practitioner before coming to the Institute. For this purpose please use the attached **IAA MEDICAL EXAMINATION FORM**.

NB: Medical examination form to be submitted during the orientation week, please do not post the form.

2.2 Students are responsible for their medical examination fee.

2.3 Students' Sponsors are responsible for their medical expenses in case of ill-health and its related consequences for the whole period they will be pursuing studies at the Institute.

2.4 Any students who do not belong to any Health Insurance are supposed to come with **Tsh 50,400/=** for NHIF. No student will be registered without showing his/her insurance ID. This will cover the medical services for a period of one academic year, while at the Institute as well as anywhere within Tanzania.

3.0 MODE OF FEES PAYMENT

Fees must be paid in advance before any registration is done. Payment for **tuition fees** may be made in three installments with 40% in the first installment, 20% in second installment and the remaining 40% in the third installment. Students who are eligible and have applied for HESLB loans must pay 40% as well while awaiting their loan applications to be considered. No student will be registered in any semester without paying the required amount of fees. No fee refunds will be affected until a sponsor /**loan offer** has paid in full, in any year of study. You are to make payments through the following bank accounts in relation to your campus:

S/N	NAME OF THE CAMPUS	ACCOUNT NAME	ACCOUNT NUMBER	BANKER ADDRESS
1	IAA Main Campus	Institute of Accountancy	01J1035916500	CRDB, MERU BRANCH ARUSHA

		Arusha		
2	Dar es Salaam Campus	IAA Dar es Salaam Campus Collection Account	0150035916501	CRDB, MERU BRANCH ARUSHA
3	Mwanza Campus	IAA Mwanza Campus Collection Account	0150035916502	CRDB, MERU BRANCH ARUSHA

No candidate will be registered or allowed to attend classes before payment of the required fees.

Please do not come to the Institute at all if you cannot or do not have a solid written or legally attested assurance of someone to pay for your fees.

4.0 TRAVEL ARRANGEMENTS

4.1 You are notified to arrange with your sponsor for your traveling expenses to cover three return trips per academic year.

4.2 Off – Campus Transport

Transport remains the responsibility of a student. Students are advised to budget for an amount of between TShs 100,000/= and 200,000/= for public transport for the 240 days in the academic year.

4.3 On arrival in Arusha, DSM or Mwanza you may reach the Institute by taxi or public transport (popularly known as “daladala”). Current rate for hiring a taxi from town centre to the Institute is on the average TShs. 10,000/= and the public transport charges may be TShs. **400/=** per trip. The rates charged by taxis during the night are comparatively higher. **Please make an effort to arrive during the day on Monday for convenience purposes. Students will be attended from 8:00 am to 5:00 pm. Students arriving late should look for their own night accommodation in town and arrive at the Institute in the morning the following day.**

5.0 IMMIGRATION FORMALITIES

Foreign students are advised to apply for and obtain Residence Permits from the Director of Immigration Services, P.O. Box 512, Dar es Salaam, Tanzania. Residence Permit Application Forms may be obtained from the Director of Immigration Services on request. **Do not report at the Institute before obtaining the relevant permits.** The Institute will not attend any cases associated with the breaching of immigration laws and regulations. Foreign students’ medical expenses and related consequences will be borne by themselves or their sponsors.

6.0 ACCOMMODATION

Students will be required to find their own accommodation during their studies at the Institute. However, IAA-Main Campus will only provide limited shared accommodation for first year female students in need. Likewise, we have only 34 vacancies for Masters Program (12 vacancies for female and 22 for male students). Payment for hostel shall be made to IAA’s Account. Upon arrival at the Institute Main Campus the accommodation will be provided on the basis of First Come Served. Once

arriving at the Institute, a student will get a shared room, after accepting she/he will then be required to go to the Bank and pay for accommodation fee. Never pay for accommodation before arriving at the Institute and get assurance of room. Cooking in hostel is strictly forbidden.

NB: Don't come with cash; use ATM, M-PESA, TIGO PESA or AIRTEL MONEY

Private Hostels:

The Institute notifies students of a number of privately owned residential houses within walking distance off-campus that first year (Certificate, Diploma, Bachelor and Postgraduate) students may arrange with owners to secure accommodation before arriving at the IAA-Main Campus. During long vacations i.e. two weeks and above, all students **must** vacate Institute- provided on campus accommodation.

The following is a list of Privately Owned Hostel facilities Off –Campus for first year (Degree and Postgraduate male/female students **for personal arrangement**).

S/NO	HOSTEL NAME	CONTACT PHONE NUMBER	CAPACITY
(i)	Gerald Lyimo	0754-380105/0754380116	30
(ii)	Swamu R Lessian	0754-507130	14
(iii)	Theresia M.Kimbi	0784-348574/0717986334	42
(iv)	Mamuya	0754-577267	100 Boys
(v)	Anselim Minja	0757-445566	108 Girls only
(vi)	Jackson Moshi	0757-540875	68 Girls only

HOSTELS FOR POSTGRADUATES

(vii)	Maganga	0784-902324	20
(viii)	Carim A Msemo (Kuandika hostel)	0783-654966/0754-316817	26 Ladies only
(ix)	Mamuya	0754-577267	12
(x)	Butare (Padre Tarimo)	0754-374051	20

Please call the owner for personal reservations, plus informing the Dean's office, which Off-campus Hostel you chose.

7. (a) DRESS CODE:

IAA prepares students to be future managers, leaders in various capacities in the society. Dress code is expected to be appropriately observed to the occasion.

Students will be expected to dress decently all the time they are in class, library or in the vicinity of the Administration block as well as outside as they are representing the Institute.

Casual wear should be worn during leisure time.

The appropriate dress code will follow the Government Circular: “WARAKA WA UTUMISHI WA UMMA NA. 3 WA MWAKA 2007 KUHUSU MAVAZI KWA WATUMISHI WA UMMA” 12 Septemba, 2007 which is displayed in the IAA Students Portal for viewing.

(b) BEDDINGS

You are advised to bring with you the following beddings and clothing:

- | | | | |
|-------|---|--------|---------------------------------------|
| (i) | 2 pairs of bed sheets | (ii) | 1 blanket (heavy) |
| (iii) | 1 pillow | (iv) | 1 bed spread |
| (v) | 1 towel | (vi) | 1 rain coat/umbrella |
| (vii) | 1 heavy sweater | (viii) | gum – boots for off – campus students |
| x) | Two baskets | | |
| ix) | Sports gear (track-suit, T-Shirt and sports shoes). | | |

8.0 MEALS & DRINKS

The Institute does not provide meals. Students will buy their meals from privately owned food vending stations on and off -campus and at the Institute’s cafeteria. Students who have applied for a loan are advised to have at least TShs. 400,000 for meals and miscellaneous expenses while their loan applications are being processed, by the Loan Board.

Only soft drinks are allowed on the campus provided rooms. Alcohol and related products are strictly prohibited in residences; any offender will forfeit being provided hostel services, and will be evicted from Hostel rooms.

9.0 ALLOWANCES

It is the responsibility of the student to agree with his/her sponsor on any allowances or other payments that he/she will be paid while studying at the Institute.

10.0 PHOTOCOPYING SERVICES

Commercial photocopy services are available at the Institute to assist students to copy reading materials from the Library or handouts from lecturers.

11.0 STUDENTS’ ORGANIZATION

There is an Institute of Accountancy Arusha Students’ Organization (IAASO) to which all students are members by admission. Further information about this may be obtained from the office of IAASO.

12.0 REGISTRATION

12.1 Orientation

All candidates must attend the orientation week which commences on **Monday, October 23th, 2017.**

12.2 Late Comers

Registration will continue for only two weeks from the start of the orientation week. If you must be late for reasons beyond your control, but are truly interested to join the Institute, please call the Admissions Officer or send a relevant message using the indicated e-mail address below.

13. EXAMINATION REGULATIONS AND STUDENTS' BY-LAWS

A student must familiarize himself/herself with the Institute's Examination Regulations and Students' By-Laws upon admission. Successful pursuit of any program by a student admitted to this Institute is to a great extent dependent on the student's understanding of and adherence to the regulations and guidelines stipulated in these two documents which can be found in our library or on the Institute's Website.

Any student who violates the laws, regulations, and guidelines of the Institute shall be disciplined accordingly.

CONTACT DETAILS

The Rector,
Institute of Accountancy Arusha,
P.O. Box 2798,
ARUSHA

Telephone: 255 027 2549605-6
Fax: 255 027 2549421
E-mail : gmalisa@iaa.ac.tz or iaa@iaa.ac.tz
Website: www.iaa.ac.tz

14.0 INQUIRIES

Please contact the undersigned, as soon as possible, in case you need further information call via cell phone no: **0765 956511 for Arusha Main Campus, for Dsm 0655-289545 and for Mwanza 0713-279595 during the day only.**

Management reserves the right to change the information herein from time to time whenever it is deemed necessary.

We look forward to welcoming you to IAA.

Peter Mngara

FOR RECTOR

INSTITUTE OF ACCOUNTANCY ARUSHA



ACCEPTANCE FORM

The selected applicants are required to deposit down payment of fees to the Institute bank account as follows: Bachelor Degree computing=333,000 and non computing 233,000= Postgraduate Diploma=133,000=.

All payments should be made to the IAA A/C No 01J1035916500 CRDB Bank and attach the copy of pay in slip with the acceptance form.

(This form is to be filled and returned to us so as to reach the Rector, Institute of Accountancy Arusha on or before at October 20th, 2017)

A: PERSONAL PARTICULARS

Surname: _____

First Name: _____ Middle Name: _____

Date of Birth: _____ Month _____ Year _____

Place of Birth: Region _____ District _____

Country: _____

Sex: _____ Marital Status: _____

Nationality: _____

Current Employment: _____

Contact Address: _____

Mobile No: _____ E-mail: _____

NB The names entered on this form should be the same as those on your academic certificate(s)

B: SPONSORSHIP

Private _____

Others (Name) _____

C: DECLARATION

I _____ (your name) accept the Institute of Accountancy Arusha offer of admission into ----- (indicate the programme in which you have been admitted) programme and I promise to abide by the Institute's rules and regulations and undertake to complete the programme I have been admitted to. I will therefore report at the Institute to begin my studies on _____ (date).

Signature

Date