

INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)



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IAA/REG/2018

September 26th, 2018

ADMISSION OFFER

REF: ADMISSION INTO THE _____
PROGRAMME FOR THE 2018/2019 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 15th October, 2018**. The registration process ends on **Friday 19th October, 2018**. Semester classes start on **22nd October, 2018**.

1. Fees Payment Schedule

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% of fees - paid before the beginning of second semester)	TOTAL (TShs.)
Certificate	Computing (BTCCIT)	373,200	186,600	373,200	933,000
	BTCA, BTCBM, BTCFB & BTCPLM	353,200	176,600	353,200	883,000
Ordinary Diploma	Computing (ODIT & ODSCS)	473,200	236,600	473,200	1,183,000
	ODA, ODBM, ODFB & ODPLM	444,400	222,200	444,400	1,111,000

NB: Before registration all students are required to pay 10,000/= through the Institute's Bank Account for Quality Assurance Fee payable to NACTE.

All fees payment must be made through the Institute's bank accounts using the following control number: 99410000022. Take note of this control number and visit any branch of CRDB Bank, NBC Bank or NMB Bank to pay. At the bank, provide the control number to the teller to process your payment.

The following are the Institute's bank accounts.

S/N	ACCOUNT NAME	ACCOUNT NUMBER	BANK NAME	BRANCH
1	IAA CRDB Main Account	01J1035916500	CRDB BANK	CRDB, MERU BRANCH ARUSHA
2	INSTITUTE OF ACCOUNTANCY ARUSHA	014139000031	NBC	NBC ARUSHA
3	INSTITUTE OF ACCOUNTANCY ARUSHA	40810080084	NMB BANK	CLOCK TOWER

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 any other sponsors
- (ii) 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 Ordinary Diploma students 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

Nimrod Foya
REGISTRAR

KEY:

A: 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)

B: 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)

C: 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)

D: 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)

INSTITUTE OF ACCOUNTANCY ARUSHA

PROSPECTIVE STUDENTS' INFORMATION 2018/2019 ACADEMIC YEAR

1.0 DATE OF ARRIVAL

New students should report by **15th, October 2018** for orientation week which starts on **Monday, October 15th, 2018**. Classes begin on **Monday, October 22nd, 2018**.

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 will/shall 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% for 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 conveniences:

1. IAA MAIN ACCOUNT

Payee's Name : Institute of Accountancy Arusha

Account No. : 01J1035916500

Banker Address: CRDB, MERU BRANCH, ARUSHA

2. INSTITUTE OF ACCOUNTANCY ARUSHA

Payee's Name : IAA

Account No. : 014139000031

Banker Address : NBC-ARUSHA

3. INSTITUTE OF ACCOUNTANCY ARUSHA

Payee's Name : IAA

Account No. : 40810080084

Banker Address: NMB BANK-CLOCK TOWER

NB: Payments can be made to the Institute's bank from any bank in your district or region, never travel with fees in cash.

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.

3.3 On arrival in Arusha, Dsm and Babati, you may reach the Institute by taxi or public transport (popularly known as “daladala”). Current rate for hiring a taxi from Arusha 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 will only provide limited shared accommodation for first year female students in need. Likewise, we have only 34 vacancies for Masters Programme (12 vacancies for female and 22 for male students). Payment for hostel shall be made to IAA's Account. Upon arrival at the Institute the accommodation will then be provided on the basis of First Come Served. Once on arriving, a student will get a shared room, after accepting she/he will 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 Institute. However, they should not pay for before seeing and satisfy themselves. 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)	Kibasa	0754-294987	36 Boys only
(v)	Mamuya	0754-577267	100 Boys
(vi)	Flora Mvanga	07844466181	80 Boys
(vii)	Busana Hostel	0784317808/0767317805	11
(viii)	Maleto	0759044777	300

HOSTELS FOR POSTGRADUATES

(ix)	Maganga	0784-902324	20
(x)	Carim A Msemu (Kuandika hostel)	0783-654966/0754-316817	26 Girls only
(xi)	Mamuya	0754-577267	12
(xii)	Butare (Padre Tarimo)	0756-091804	20
(xiii)	Anselim Minja	0785-056650	108 Girls only

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, ministers, 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 represent 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 buckets | | |
| 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/canteens. 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 15th, 2018.**

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 programme 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.

(i) 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 Main Campus, for Babati Campus 0784-244616, for Dsm 0655-289545 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

MEDICAL EXAMINATION FORM

A. PERSONAL PARTICULARS (TO BE FILLED BY THE CANDIDATE)

SURNAMEOTHER NAMES.....

AGE.....GENDER.....MARITAL STATUS.....

PROGRAM..... ACADEMIC YEAR

B. PERSONAL HISTORY

Has the examinee suffered from any of the following?

If 'YES' indicate date and diagnosis, If not, please write 'NO' in appropriate space.

- | | |
|--------------------------------------|---------------------------------|
| 1. Allergic disorder | 2. Heart disease |
| 3. Gastric or duodenal ulcer | 4. Epilepsy |
| 5. Psychiatric disorder | 6. Eye disorder |
| 7. Ear-Nose or Throat disorder | 8. Gynaecological disorder..... |
| 9. Diabetes | 10. Pregnancy(female)..... |
| 11. Misuse of drugs | 12. Misuse of alcohol |

C. PHYSICAL EXAMINATION

1. Height (metres) (cm) 2. Kg.....
3. Eyes: Conjunctivas Pupils
Sight: without glasses Right Left
With glasses Right Left
4. Please state condition of ears (if any discharge).....
Mouth and throat
Nose
5. Cardiovascular system: Blood pressure: Systolic.....
Diastolic.....
Heart: Any murmur
Arteries and Veins
6. Physical fitness/any note of concern on the students health
.....
.....
.....

D. LABORATORY TEST

1.Urine:Albumin.....Sugar.....Leucocytes.....Bilharzia.....

Stools:Special emphasis on Hookworm or Bilharzia

Blood Examination: Haemoglobin

White cell count – Total

Different Count:

(a)Neutrophils.....(b)Eosinophils.....

(c)Basophils.....(d)Lymphocytes

(e)Monocytes.....(f)Erythrocyte Sedimentation Rate (ESR) mm/hr

E. CONCLUSION

I have examined Mr. / Mrs. /Ms.....

And consider that he/she is/is not **FIT** to be admitted to the Institute for higher education.

*Delete the word which is not applicable.

.....
Date

.....
Signature

.....
Name

Authorized Medical Practitioner

Stamp:.....

PLEASE RETURN THIS FORM TO:

The Rector
6/6096/1416 Institute of Accountancy Arusha
P. O. Box 2798
Arusha, TANZANIA

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