

# INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)



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IAA/REG/2020

July 10<sup>th</sup>, 2020

## ADMISSION OFFER

REF: ADMISSION INTO THE \_\_\_\_\_  
PROGRAMME FOR THE 2020/2021 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 16<sup>th</sup> November, 2020**. The registration process ends on **Friday 20<sup>th</sup> November, 2020**. Semester classes start on **23<sup>rd</sup> November, 2020**.

### 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, BTCLIS, BTCIRM & BTCBMC)	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, ODLSIS, ODM, ODIRM & ODBMC	443,200	221,600	443,200	1,108,000

**NB: Before registration all students are required to pay 15,000/= 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.**

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**

**Joha Batte**  
**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)
- (vi) Basic Technician Certificate in Library Studies and Information Science (BTCLISIS)
- (vii) Basic Technician Certificate in Insurance and Risk Management Apprenticeship(BTCIRMA)
- (viii) Basic Technician Certificate in Business Management with Chinese(BTCBMC)

**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)
- (vii) Ordinary Diploma in Library Studies and Information Science (ODLSIS)
- (viii) Ordinary Diploma in Insurance and Risk Management with Apprenticeship (ODIRMA)
- (ix) Ordinary Diploma in Business Management with Chinese (ODBMC)
- (x) Ordinary Diploma in Multimedia (ODM)

**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)
- (viii) Bachelor of Science in Cyber Security (BSCS)

- (ix) Bachelor of Economics and Taxation (BET)
- (x) Bachelor of Education with Computer Science ( BECS)
- (xi) Bachelor of Security and Strategic Studies (BSSS)
- (xii) Bachelor of Insurance and Risk Management with Apprenticeship (BIRMA)
- (xiii) Bachelor of Credit Management (BCM)
- (xiv) Bachelor of Banking with Apprenticeship (BBA)
- (xv) Bachelor of Accountancy with Information Technology(BAIT)
- (xvi) Bachelor of Library Studies and Information Science(BLSIS)

# INSTITUTE OF ACCOUNTANCY ARUSHA

## PROSPECTIVE STUDENTS' INFORMATION 2020/2021 ACADEMIC YEAR

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### 1.0 DATE OF ARRIVAL

New students should report by **16<sup>th</sup>, November 2020** for orientation week which starts on **Monday, November 16<sup>th</sup>, 2020**. Classes begin on **Monday, November 23<sup>rd</sup>, 2020**.

### 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 ***IAAMEDICAL 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 OFFEES PAYMENT

Fees must be paid in advance before any registration is done. Payment for **tuitionfees** 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.

**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.

1.3 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. 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 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 (male/female) students **for personal arrangement**.

S/NO	HOSTEL NAME	CONTACT PHONE NUMBER	CAPACITY
(i)	Gerald Lyimo	0754-380105/0754380116	30
(ii)	TheresiaM.Kimbi	0784-348574/0717986334	42
(iii)	Kibasa	0754-294987	36 Males only
(iv)	Mamuya	0754-577267	100 Males
(v)	Flora Mvanga	0784466181	80 Males only
(vi)	Busana Hostel	0784317808/0767317805	11
(vii)	Maleto	0759044777	300
(viii)	Maganga	0784-902324	20
(ix)	Carim A Msemo (Kuandika hostel)	0783-654966/0754-316817	26 Females only
(x)	Mamuya	0754-577267	12
(xi)	Butare (Padre Tarimo)	0756-091804	20
(xii)	Anselim Minja	0785-056650	108 Females only

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

### 7. (a) DRESS CODE:

This Code is made in accordance with the Laws of the Land to provide guidelines on the appropriate dress code and conduct to be observed by all students of the Institute when on the Institute's premises or when attending any official functions organized by IAA or in which the Institute is involved.

In align with the Government Circular No 3 of 2007, all IAA students as prospective public servants should adhere to the recommended IAA dress code as identified hereunder.

#### 1.1 APPROPRIATE DRESSING

- I. Every student is required to display their Identity Card when attending or when present in the vicinity of the Institute's Administrative offices including lecture halls, theatres, rooms and library.
- II. Neat, Decent and well covered formals and semi-formals
- III. Clean shave and well-groomed hair is a must.

- IV. Jeans without holes
- V. T-shirts or Shirts with full or half Sleeve.
- VI. Skirts which flow well below knees

## **1.2 INAPPROPRIATE DRESSING**

### **A. Female Dressing**

Unacceptable clothes for women include:

- I. Transparent dresses of any kind which are not supported by a reasonably heavy underskirt.
- II. Gowns and skirts hanging above the knees and thus do not cover the knees when seated
- III. Sleeveless blouses, backless blouses or dresses
- IV. Any type of dress that cover the entire face (Nikaabs), Dresses exposing stomach, breasts, waist, thighs and such other clothes as tops, low cuts, pants of all kinds.
- V. All kinds of shorts should not be worn
- VI. Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language
- VII. Tightly fitting clothes and skin tights.
- VIII. Pajamas, flip flops or slippers in classes, library and offices.
- IX. Gowns and skirts hanging above the knees.
- X. Clothes with slits above the knees.
- XI. Hats or caps worn.
- XII. Over-adornment with neck-laces, bangles, earrings or other jewelry and make-up which make someone look showy.

### **B. Male Dressing**

Prohibited men's wear include

- I. Slovenly looking clothes such as 'mlegezo' trousers and shorts which also show the underwear.
- II. All kinds of shorts or cut-offs.
- III. Un-buttoned shirts and sleeveless shirts.
- IV. Clothing that reveals the torso.
- V. Head stockings, caps (other than religious head wear eg. the Muslim cap) hoods and bandannas worn round the head.
- VI. Men should not plait nor wear plaited hair, dread-locks, and ornamental beads.
- VII. Turbans worn alone or over caps.
- VIII. Ear rings
- IX. Jeans with holes, three fourth trousers, half trousers, track suits

### **C. General Prohibited**

Dressing for both male and female:

- I. Mini-skirts, sleeveless blouses/shirts/tops.



- II. ii. Unwanted or provocative or obscene or inciting political, religious or obscure, captions and photos or designs on the dress are not allowed.
- III. iii. Clothes with frayed hems and the beach comber type of clothes are also prohibited.
- IV. iv. Shorts or Half Trousers of any form are not permitted.
- V. v. Any kind of tattoo on the body or limbs should not be disclosed.
- VI. vi. Leggings, stretch pants, spandex and the alike.
- VII. vii. Any other kind of dress or clothing which the institute will in the course of time find to be inappropriate or indecent. An official statement will be made concerning such dress or clothing.

## **2. ENFORCEMENT**

All officers of the Institute including the administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official Institute function and to report any violation of this code to the Dean of Students (Student Affairs). The Dean of Students will take action as provided for by the Revised IAA Students' Bylaws 2014.

### **(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, November 16<sup>th</sup>, 2020**.

### 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](mailto:gmalisa@iaa.ac.tz) or [iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz)

Website: [www.iaa.ac.tz](http://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)

SURNAME .....OTHER 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**

Ihave 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

Phone No.: 255 027 250 6605-  
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