

ST. AUGUSTINE UNIVERSITY OF TANZANIA
P.O. BOX 307,
MWANZA, TANZANIA



20th September, 2017

**RE: JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN SAUT
MAIN CAMPUS MWANZA FOR THE 2017/2018 ACADEMIC YEAR**

1. IMPORTANT NOTE TO ALL SELECTED APPLICANTS

All selected applicants are required to read, understand and abide by these instructions outlined below.

2. DATE OF ARRIVAL AND REGISTRATION

All selected students are required to report at SAUT Main Campus Mwanza from **Thursday 21st September, 2017** from 9.00 a.m. Registration will commence on the same day **Thursday 21st September, 2017**.

3. REQUIREMENTS FOR REGISTRATION

All selected applicants shall be registered after fulfillment of the following:

A. FEES PAYMENT

- I. No student shall be allowed to register or attend classes unless the required fees have been paid as per Fee structure instruction.

I. CERTIFICATES

| INSTALLMENT | PERIOD | AMOUNT (TZS) |
|--------------------|-------------------|---------------------|
| 1ST | On reporting | 396,000.00 |
| 2ND | After 2 months | 300,000.00 |
| 3RD | Start of 2nd Sem. | 202,500.00 |
| 4TH | After 2 months | 202,500.00 |
| TOTAL | | 1,101,000.00 |

II. OTHER DIPLOMAS

| INSTALLMENT | PERIOD | AMOUNT (TZS) |
|--------------------|-------------------|---------------------|
| 1ST | On reporting | 421,000.00 |
| 2ND | After 2 months | 300,000.00 |
| 3RD | Start of 2nd Sem. | 215,000.00 |
| 4TH | After 2 months | 215,000.00 |
| TOTAL | | 1,151,000.00 |

III. DIPLOMA IN LAWS

| INSTALLMENT | PERIOD | AMOUNT (TZS) |
|--------------------|-------------------|---------------------|
| 1ST | On reporting | 471,000.00 |
| 2ND | After 2 months | 300,000.00 |
| 3RD | Start of 2nd Sem. | 240,000.00 |
| 4TH | After 2 months | 240,000.00 |
| TOTAL | | 1,251,000.00 |

- II. Bring the **original pay in slip** with you. Cheques, cash, faxes, scanned pay in slips, emails of confirmation of payments and any other form of payments are not acceptable.
- III. Fees paid will not be refunded if a student withdraws or leaves the University without permission.
- IV. However, if a student receives prior permission from the Deputy Vice Chancellor for Academic Affairs to withdraw or to be away from the University and provided that the application in writing to withdraw or to be away from the University is submitted within two weeks of the academic year or semester, fifty percent of the fees may be refunded.

B. DOCUMENTS FOR REGISTRATION

- I. **Note your Admission Number and Course Program.**
- II. All students must bring **Original Certificates or Original Result Slips** of Form Four, Form Six and Diploma/Certificate (for candidates selected under equivalent qualifications) and Original Birth Certificate. Note that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable.
- III. Students shall be registered under the names appearing in the Certificates they submitted for the application. No change of names shall be accepted unless all requirements provided under SAUT Students' By – Laws have been observed.
- IV. Students must register for the course programme, which they have been admitted. No change of Programme shall be accepted.

4. STUDENTS UNDER EMPLOYMENT

All students who are under employment are advised to settle their release from duties before reporting at SAUT.

5. ACCOMMODATION AND HOSTEL FACILITIES

You are cautioned that SAUT has limited accommodation facilities. The accommodation Policy of SAUT is both on – campus and off – campus. Most students stay off – campus. Off – campus students have to take care of their accommodation arrangements. The University is not directly involved in looking off – campus accommodation however assistance may be obtained from the office of the Dean of Students.

Students who opt for in – campus accommodation **should not pay** for the accommodation until a room has been allocated. Rooms will be allocated after registration on request. Allocation will be on the basis of first come first served.

Sponsors are at liberty to arrange for the payment of Meals, Books and Stationary to their sponsee.

All sponsors other than those under formal agreement with SAUT are required to pay directly to the student. **Do not pay them through SAUT.**

5. PAYMENT OF FEES

All prescribed fees shall be paid directly to **ST. AUGUSTINE UNIVERSITY OF TANZANIA, A/C NO. 01J1091764100 CRDB BANK (LTD) MWANZA BRANCH.**

6. SCHOLARSHIP AND FINANCIAL ASSISTANCE

All students are required to settle their sponsorship before registration. Students under HESLB are reminded to read carefully guidelines and criteria for issuing loans for the academic year 2017/2018 under HESLB website. (www.heslb.go.tz)

7. WORSHIP

SAUT recognizes the individual's right of worship. Students are therefore advised to use the facilities available for religious services within and outside the campus without interfering academic activities.

8. SAUT ACADEMIC ACTIVITIES

SAUT academic activities run from Monday through Saturday.

9. COMMUNICATION

Students registered at SAUT are required to regularly consult notice boards, website (www.saut.ac.tz) for any information that may have a bearing on their academic and social impact for their stay at SAUT such as timetable, almanac and examination results.

10. CELEBRET

Priests are required to obtain their "celebret" from their respective Local Ordinary or Superior General.

11. DISCIPLINE

- I. Students are required to demonstrate good behaviour within and outside the Campus. Students must follow SAUT Students' By – Laws rules and regulations.
- II. Failure to observe and fulfill SAUT rule, regulations and By – Laws will attract a disciplinary action which may include expulsion from the studies.

Karibu Sana!

Anna S Chambo
Ag. Admissions Officer