

Tanzania Public Service College (TPSC)



STUDENT'S JOINING INSTRUCTIONS – 2025/2026

1. OPENING AND REPORTING DATES

The opening date of the college for **March 2025 Intake** shall be **7th April 2025** and reporting date is **4th April 2025**. Students are required to adhere to reporting date for early registration, orientation and commencement of studies.

2. PAYMENTS

2.1. Fee Structure

Fee for Certificate, Diploma, and Degree programmes are as indicated in the table below. **Please note that the amounts are applicable in any programme under a given category.**

		CERTIFICATE	DIPLOMA YEAR 1	DIPLOMA YEAR 2	BACHELOR DEGREE 1 st YEAR	BACHELOR DEGREE 2 nd YEAR	BACHELOR DEGREE 3 rd YEAR
S/N	FEE ITEM						
A: TUITION FEE							
1.	ANNUAL TUITION FEE WITHOUT ADMINISTRATIVE COST	800,000	1,000,000	1,000,000	1,400,000	1,400,000	1,400,000
B: ADMINISTRATIVE COST							
1.	NACTVET QA FEE	20,000	20,000	20,000	25,000	25,000	25,000
2.	REGISTRATION COSTS	30,000	30,000	30,000	30,000	30,000	30,000
3.	TAPSSO	10,000	10,000	10,000	10,000	10,000	10,000
4.	GRADUATION COSTS	30,000	30,000	30,000	0	0	30,000
5.	TRANSCRIPT COSTS	10,000	10,000	10,000	0	0	20,000
	<i>SUB TOTAL - ADMINISTRATIVE COST</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	<i>65,000</i>	<i>65,000</i>	<i>115,000</i>
	TOTAL COLLEGE FEE	900,000	1,100,000	1,100,000	1,465,000	1,465,000	1,515,000
	NHIF	50,400	50,400	50,400	50,400	50,400	50,400
	TOTAL FEE WITH NHIF	950,400	1,150,400	1,150,400	1,515,400	1,515,400	1,565,400

2.2. Payment installments.

Tuition fees with administrative costs are as follows: **TZS 900,000 per annum** for NTA level 4; **TZS 1,100,000 per annum** for NTA levels 5 and 6; **TZS 1,465,000 per annum** for the first and second years of degree programs; and **TZS 1,515,000** for the third year. The college accepts payment in installments under acceptable circumstances as indicated below: -

Level	Amount (Tuition + Administrative costs)	Time for the payment
NTA level 4 (Basic Technician Certificate)	1 st Semester; TZS 500,000/=	Before registering for Semester 1
	2 nd Semester; TZS 400,000/=	Before registering for Semester 2
NTA Level 5 (Technician Certificate)	1 st Semester; TZS 600,000/=	Before registering for Semester 1
	2 nd Semester; TZS 500,000/=	Before registering for Semester 2
NTA 6 Level (Ordinary Diploma)	3 rd Semester; TZS 600,000/=	Before registering for Semester 3
	4 th Semester; TZS 500,000/=	Before registering for Semester 4
Degree (First Year)	1 st Semester; TZS 765,000/=	Before registering for Semester 1
	2 nd Semester; TZS 700,000/=	Before registering for Semester 2
Degree (Second Year)	3 rd Semester; TZS 765,000/=	Before registering for Semester 3
	4 th Semester; TZS 700,000/=	Before registering for Semester 4
Degree (Third Year)	5 th Semester; TZS 815,000/=	Before registering for Semester 5
	6 th Semester; TZS 700,000/=	Before registering for Semester 6

2.3. Mode of Payment

Fees should be paid to the College through **GePG** using a **Control Number**. A Control Number is either obtained from TPSC accounts Office or through the College Online Information System (Portal). Please keep safely a *Bank-Pay in Slip* or *Proof of payment SMS* for submission to the College Accounts Office as evidence of payment for issuance of official College receipt.

No cash will be accepted; all payments should be done using the **Control Number(s)**. Below are contacts for our Accounts offices in various Campuses.

Please use the following contacts to reach out to our campus accounts offices for support on payment matters;

Campus	Contacts	Campus	Contacts
Dar es Salaam	0675914584	Singida	0757828100, 0749045345
Tabora	0656877071	Tanga	0714806908
Mtwara	0717597780	Mbeya	0627592066

2.4. Recommended direct student expenses (not payable to the college)

The following costs are necessary for a student's life during studies. They can be provided directly to the student in appropriate times as indicated on the table below;

SN	ITE	AMOUNT (TZS)	WHEN	REMARKS
i.	Minimum Meal Allowance	Ranging from 5,000/= to 10,000/= depending on various factors of the specific region	Per day	To find total amount for meals, take total number of study days (112) and multiply by daily rate. This can be provided to a student on intervals as it may be determined by the student and the sponsor.
ii.	Accommodation	Ranging from 150,000/= to 200,000/=	per semester	A student has to contact respective campus for accommodation booking and arrangements.
iii.	Stationary Allowance	150,000/=	Per semester	This is important for providing students with allowance for exercise books, notebooks, pens, pencils etc. as well as producing copies of learning materials provided in the course of studies.
iv.	Field attachment / Research	250,000/=	During field Attachment period	This is for attending field attachment and writing a Field Report. Costs may vary depending on where the student takes his/her field work from and other factors.
v.	Book Allowance	150,000/=	Per semester	This is optional for students who can afford to purchase recommended books for convenient personal learning.

NOTE

The amounts indicated from items **No. (i) to No. (v)** are recommendations as per (minimum) rates in college environment and therefore, do not overrule official allowances whenever such rates are applicable to an organization or sponsor.

2.5 Identity Card:

Each student shall be issued an identity card during the first semester of the Basic Technician Certificate, the first semester of the Technician Certificate, and the first semester of the Bachelor's Degree. In the event of a lost ID, students shall be charged **Tsh.10,000/=** for reprinting.

3. ESSENTIAL LEARNING TOOLS

Students enrolled in *Secretarial Studies* are required to have a personal computer, as it ensures consistent access to typing practice, which is essential for improving speed and accuracy. Additionally, students in other programs are also encouraged to own a personal computer.

4. REGISTRATION REQUIREMENTS

Upon arrival at the college, the prospective student will be required to register for the programme offered to him/her. The following is a list of items to be presented during registration;

- i. Documents:
 - a. Original **Certificates of Secondary Education (C.S.E.E /A.C.S.E.E)** or the equivalent;
 - b. Original Leaving Certificates of secondary school (s);
 - c. Original *NTA level 4* Transcripts and Certificates for those admitted to *NTA level 5* using C.S.E.E and Basic Technician Certificate qualification;
 - d. Original NVA level III or II (as the case may be) Certificates for those admitted using CSEE and NVA qualifications; and
 - e. Birth Certificate or affidavit.

- f. Medical Examination Form duly filled by a certified medical practitioner,
- ii. Two passport size photos (Stamp Size);
- iii. Proof of payment of the required fees; and
- iv. **Medical insurance Identification card** or proportional Tsh. 50,400/= for acquiring Student Health Insurance cover provided by NHIF as indicated on the table in Part 2.2.

5. COLLEGE DRESS CODE

- i. The acceptable college dress code/uniform is an executive suit of either **Black** or **Dark blue** colors (Applicable to both **Male** and **Female**). In a suit, a **shirt of any plain color** is acceptable.

A Sample of an ideal executive suit acceptable at the college is as shown on the illustration below;



- ii. It is recommended that one can have at least two pairs of executive suits of any of the colors stated in part (i) above.
- iii. Uniforms must be worn all time during class hours; after classes, students have to dress decently as described in government directive for proper dress code of public servants.
- iv. Sandals are not part of the uniform and are strictly not allowed.

6. ACCOMMODATION AND MEALS

6.1. Accommodation:

Accommodation charges are a responsibility of students. While the college provides hostels, availability is limited and allocation is done on a 'First Come-first serve' basis. Additionally, private hostels, approved and recommended by the college, are available nearby our campuses with prices ranging from 150,000/= to 200,000/= per semester. Prospective students can contact specific campuses to inquire about and reserve accommodation.

6.2. Meals:

It's important to note that sponsors, parents, or guardians are responsible for providing meal allowances for their students, as outlined in the fees section. Alternatively, students have the option to arrange their own cooking facilities. Caterers are also available at nearby college facilities and hostels.

7. MEDICAL EXPENSES

Medical expenses are personal liabilities and are not covered by the College. It is mandatory for sponsors and parents provide Medical insurance cover for their staff/student. Student Health Insurance offered by NHIF costs **Tsh. 50,400/=** as indicated earlier in part 2.1.

8. RULES AND REGULATIONS

Students admitted into the College are expected to abide to the rules and regulations governing the College. A student shall be dismissed from studies or face other disciplinary actions stipulated in the college rules and regulations if he/she is involved in misconducts such as;

- 8.1. Engaging in any unlawful activities or student strikes;
- 8.2. Committing rape or other forms of sexual abuse;
- 8.3. Insulting or committing perjury;
- 8.4. Disrespecting College staff, through insult or physical abuse;
- 8.5. Failure to observe examination regulations;
- 8.6. Not attending 80% of classes without valid reasons;
- 8.7. Being involved in any form of theft; and
- 8.8. Not **adhering** to college and NACTVET rules and regulations.

For more information on rules and regulations, please refer to the College Examination Regulations and Students' By-laws, available online at www.tpsc.go.tz

9. IMPORTANT NOTICE:

- 9.1. Field attachment is an integral part of each training programme offered at the college. Sponsors/Parents are informed to support the students during this period by paying to the student allowances to meet field expenses. The duration of the attachment is normally Forty-five (45) days.
- 9.2. Fees once paid are not refundable.
- 9.3. The college reserves the right to change fees payable as it deems fit.
- 9.4. Money for private use should not be deposited into the college's bank account. If it happens, 5% charge will be levied. The refund will be processed after registration process is completed.

Finally, we thank you for choosing Tanzania Public Service College and hope that you will commit yourself to your studies at the College.

You are warmly welcome.



Dr. Ernest Mabonesho(PhD)
RECTOR AND CHIEF EXECUTIVE OFFICER

DECLARATION

I hereby accept the terms and conditions outlined in these joining instructions and pledge to adhere to the rules, procedures, and regulations of the college. I understand that violation of these rules may result in discontinuation of my studies or other disciplinary measures. Furthermore, I acknowledge that presenting any forged documents as required in these instructions will result in legal action being taken against me.

Signature.....

Date.....

TANZANIA PUBLIC SERVICE COLLEGE (TPSC)



MEDICAL EXAMINATION FORM

(To be filled out by a prospective student and a certified medical practitioner and submitted to the college upon commencement of studies.)

STUDENT PERSONAL PARTICULARS

Surname **Other Names**.....

Sex **Age**..... **Marital Status**

Citizenship.....

A: PERSONAL HISTORY *(To be completed by the prospective student)*

1. Have you ever suffered from any serious diseases or disorders that caused permanent disability? **(YES* / NO*)**

If **YES** explain:

2. Are you suffering from / having any conditions/disabilities that require necessary attention? **(YES*/NO*)**

If **YES** explain:
.....
.....

I, declare that the information provided above is correct.

Student's Signature: Date

B: CURRENT MEDICAL CONDITIONS *(To be completed by a registered Medical Doctor).*

Is the above-mentioned currently suffering from the following disease condition(s)? *(Circle a Yes or a No);*

- Allergies (Yes/No)
- Hypertension.... (Yes/No)
- Heart disease.... (Yes/No)
- Diabetes Mellitus.... (Yes/No)
- Tuberculosis.... (Yes/No)
- Mental illness.... (Yes/No)
- Physical disability (Yes/No) Mention (If Yes)
- Asthma... (Yes/No)
- Sickle Cell Disease... (Yes/No)
- STI...(Yes/No)
- Drug dependence/Addiction.....(Yes/No)

C. PAST MEDICAL HISTORY *(To be completed by a registered Medical Doctor).*

History of; *(Circle a Yes or a No);*

- Major surgeries ... (Yes/No)
- Prolonged Hospital Admission... (> a week) (Yes/No)
- Blood transfusion... (Yes/No)

D. PHYSICAL EXAMINATION

(To be completed by a registered Medical Doctor). (Circle Normal or Abnormal)

General examination... (Normal/Abnormal)

Vital signs--BP.....PR.....SOP2.....

CNS.(Normal/Abnormal), **CVS.** (Normal/Abnormal)

Respiratory. (Normal/Abnormal), **Abdomen.** ..(Normal/Abnormal),

Musculoskeletal. (Normal/Abnormal), **ENT.**(Normal/Abnormal)

E. LABORATORY TESTS *(To be completed by a Medical Doctor/Lab technician).*

- Blood group..... Rh.....
- Blood sugar (RBG/FBG).....
- FBP final comment.....

F. RADIOLOGICAL TESTS *(To be completed by a registered Medical Doctor).*

Chest X ray-Normal/abnormal (Please attach chest X ray report or film)

G: CONCLUSION *(To be completed by a registered Medical Doctor).*

I have examined Mr. / Miss / Mrs..... and consider that he/she is physically and mentally **fit / unfit** to be admitted to the college for higher studies.

Name of the examining Doctor/Physician:

Signature:

Qualification

Title:

Date..... Official Stamp: