

ACADEMIC REGISTRAR

Full Name:
Designation: BBA-HR
Nationality: TANZANIAN
Admission No:

Date:
Entry Intake: OCTOBER
Intake Code: 2301
Study Session: DAY

Dear

RE: ADMISSION INTO BACHELOR OF BUSINESS ADMINISTRATION (HUMAN RESOURCES) KUC11

I am pleased to inform you that you have been selected to join **BACHELOR OF BUSINESS ADMINISTRATION (HUMAN RESOURCES)** at the Kampala International University in Tanzania for the academic year **2023/2024** for **3 YEARS**, as a privately sponsored student.

You are required to report to the University on **9th OCTOBER 2023**. Note that there will be one week for Orientation before starting classes on **23rd OCTOBER 2023**. You should ensure that you register with the University admissions office within **TWO** weeks from the beginning of the semester. The registration process shall not be complete without paying required tuition fee and charges. Therefore, make sure that you pay the required fees and charges in accordance with schedules shown in this letter.

This admission is made on the basis of the documents of your qualifications as presented on your application form. These qualifications are subject to verification by this office at the time of registration. You must therefore, present at the time of registration, original documentary evidence of the following qualifications:

- a) **Original Ordinary Level Certificate of Education/its equivalent plus two photocopies of the same.**
- b) **Original Advanced Level Certificate of Education/its equivalent plus two photocopies of the same.**
- c) **Where applicable, the relevant Original Diploma Certificates and Transcripts and applicant verification number (AVN) plus two photocopies of each of them.**
- d) **A copy of birth certificate**
- e) **Four passport photos.**

Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission and dismissal from the University

1. PAYMENTS

(i) Your registration will be possible upon submission of evidence of payment (**Original Bank Payment Slip**) of fees as prescribed below: Payment of **University fees (Table 1)** should be made through any of the following banks:

- a) Kenya Commercial Bank-KCB (T) LTD KAMPALA INTERNATIONAL UNIVERSITY, US Dollar A/c No: 3300031206 or T Shillings A/c No: 3300137888 OR
- b) CRDB Bank, KAMPALA INTERNATIONAL UNIVERSITY; US Dollar A/c 02j1098093700 or T Shillings A/c No: 01j1098093700 OR
- c) United Bank for Africa (UBA), KAMPALA INTERNATIONAL UNIVERSITY; US Dollar A/c No: 56010030000627 or T Shillings A/c No: 56010030000610

Table 1: University Fees

Year 1		Year 2		Year 3	
Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
840,000	840,000	840,000	840,000	840,000	840,000

The payment of University Fees could be made in full or in instalments as shown in Table 2

Table 2: Allowed Instalments for the University Fees.

Semester Break-down	Tuition Fee Amount (%)	Accumulative Tuition Fee Amount (%)
On Registration and beginning of the semester	50% (TZS 420,000/=)	50% (TZS 420,000/=)
Before seating for the Second “Continuous Assessment Tests” (CAT 2)	25% (TZS 210,000/=)	75% (TZS 630,000/=)
Before sitting for the University Exam (UE)	25% (TZS 210,000/=)	100% (TZS 840,000/=)

Present the **bank payment slips** to the **University Account Offices** after banking and obtain a receipt for the payment.

OTHER FEES PAYABLE TO THE UNIVERSITY

Table 3: To be paid ONCE PER YEAR directly to NHIF Accounts using a Control Number

SN	ITEM	AMOUNT (TZS)
1	*NHIF Fee (TO BE PAID DIRECTLY TO NHIF ACCOUNTS USING A CONTROL NUMBER which will be available during registration)	50,400/=
	Total	50,400/=

NOTE: NHIF FEE IS NOT TO BE PAID IN THE UNIVERSITY BANK ACCOUNTS. You will not be registered without showing evidence that you have paid this money to NHIF accounts.

Payment of **OTHER University fees (Table 7)** should be made through the following bank account:

**CRDB Bank, KAMPALA INTERNATIONAL UNIVERSITY;
T Shillings A/c No: 01j1098093700 or US Dollar A/c 02j1098093700**

Table 4: To be paid ONCE before registering for 1st year students only

SN	ITEM	AMOUNT (TZS)
1	Registration Fee	20,000/=
2	Identity Card	10,000/=
3	Prospectus and Students' Handbook	20,000/=
4	Caution Money	10,000/=
	Total	60,000/=

Table 5: To be paid PER YEAR before Registration for all students

SN	ITEM	AMOUNT (TZS)
1	Library Membership Fee	5,000/=
2	Students Union Organization Fee	20,000/=
3	Computer Services	5,000/=
4	Annual Quality Assurance Fee for TCU/NACTE	20,000/=
	Total	50,000/=

Table 6: To be paid by GRADUATING STUDENTS BEFORE REGISTRATION

SN	ITEM	AMOUNT (TZS)
1	Graduation Fee	15,000/=

Table 7: SUMMARY OF OTHER FEES PAYABLE TO UNIVERSITY ACCOUNTS PER YEAR

Year 1	Year 2	Year 3
110,000/=	50,000/=	65,000/=

Present the **bank payment slips** to the **University Account Offices** after banking and obtain a receipt for the payment.

(ii) You will not be issued with fees clearance card at the beginning of the Semester unless you have paid all fees as shown above. Pick your fees clearance card from the office of the Director of Finance.

(iii) Money for meals and hostels should not be deposited on the University Account

(v) Access to examination at the end of Semester will only be permitted to students who paid fees in full. Accessing examination room without clearance is a disciplinary offence as per Student handbook on Rules and Regulations 2019.

(v) Students who are beneficiaries of NHIF under their parents or guardians will be required to provide photocopies of the cards as proof to Finance and Student Affairs Office, ONLY then you will be exempted from acquiring individual cards.

2. WITHDRAWING FROM THE UNIVERSITY

If a student declines the offer to join the University, penalties will be placed by withholding fees paid as hereunder:-

- a) Withdrawing 15 days before commencement 20%
- b) Withdrawing 7-14 days before commencement 50%
- c) Withdrawing 1-7 days before commencement 80%
- d) Withdrawing on **23rd OCTOBER 2023** commencement date 100%

3. RESIDENTIAL ACCOMMODATION

There is a limited space for accommodation on campus. However for various social and sports activities students shall be attached to different halls. As part of your registration at the University, you are required to report to the University Dean of Students or Warden to be allocated a hall of residence.

4. UNIVERSITY REGULATIONS

Obtain the information booklet which includes University rules and regulations from the Dean of Students Affairs. Please read the regulations carefully and comply with these regulations at all times.

I congratulate you upon your admission to Kampala International University in Tanzania, I extend to you a warm welcome and wish you success in your studies.

Yours faithfully,

ACADEMIC REGISTRAR