

INSTITUTE OF ADULT EDUCATION



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MARCH INTAKE, 2024/2025

..... **CAMPUS**

To:

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**RE: ADMISSION INTO ORDINARY DIPLOMA IN ADULT AND CONTINUING
EDUCATION THROUGH EVENING SESSION (NTA LEVEL 5 & 6)**

1.0 Introduction

I am glad to inform you that your application for admission into Ordinary Diploma in Adult and Continuing Education through Evening Session at the Institute of Adult Education (IAE) in the academic year 2024/2025 is successful. This is a two-year programme composed of NTA Level 5 and 6, offered in Dar es Salaam, Morogoro and Mwanza Campuses.

2.0 Registration

Registration and orientation programme will take place from **25th March, 2024 to 3rd April, 2024** at the Institute of Adult Education – Dar es Salaam. Deadline for registration is **3rd April, 2024** after which late registration fee of Tsh. 5,000/= per day for a maximum of 7 days shall be charged.

3.0 Fees

Your registration to the programme requires payment of at least half (50%) of the annual tuition fee (**see fee structure, part A**) plus all direct costs, (**see fee structure part B**), equivalent to **600,000/=**. This amount excludes Students' Union fee and Students' welfare fund (See part C). You will not be registered into the programme before paying the required fees. Note that all students (Campus and ODL) must pay the students' union fee (**20,000/=**) and students' welfare fund (**5,000/=**) for **Dar es Salaam Campus** to be deposited at the National Microfinance Bank (NMB), account number **20602300100**, for **Mwanza Campus** should be deposited at account number **31110039063 NMB** and for **Morogoro Campus** should be deposited at account number **22110015004 NMB** with the name "Institute of Adult Education Students' Organization".

All payments made to the Institute should be done using **Control Number** generated by the Bursar's Office at the IAE Headquarters, IAE Regional Centre Offices or by requesting it through **+255754258958**. The Control Number is valid for one academic year.

4.0 Academic Qualification Evidences and Identification

Confirmation of your registration to the programme is subjected to satisfactory verification of your academic qualifications. You are needed, therefore, to bring with you your original academic certificates used for your application (and their copies). **It is a criminal offence to submit false certificates.** If this is discovered during or after registration, you shall be dismissed immediately and bound to be prosecuted. You will also need to submit three copies of current coloured passport size photographs with blue-sky background.

N.B. In-service student should submit a release letter from the employer.

5.0 Stationery and Accommodation

Each enrolled student will have to meet stationery and books expenses at his/her own cost. For Dar es salaam campus, Kijichi hostels are available at the cost of **78,000/=** per semester. Likewise, for Mwanza campus there is a hostel facility accessible at a cost of **90,000/=** per semester. Stationery and secretarial services are available within the campus but offered by a private service provider at reasonable price.

6.0 Postponement

Postponement of studies to another academic year will be allowed only after you complete the registration. The fees paid will not be refunded in case one fails to continue with studies.

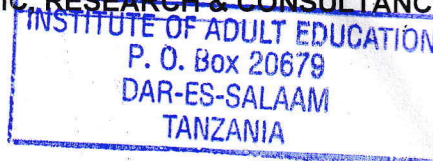
7.0 Confirmation

Fill in the attached registration form and bring it with you during registration. You are also required to submit the attached filled in medical examination report.

Yours Sincerely,



Dr. Philipo L. Sanga
DEPUTY RECTOR
(ACADEMIC RESEARCH & CONSULTANCY)



INSTITUTE OF ADULT EDUCATION STUDENT'S REGISTRATION FORM

1. Full Name (as they appear in Form Four certificates)
2. Sex: (M or F)
3. Date of Birth
4. Place of Birth
5. Marital status (married or Single):
6. Country of Residence
7. Nationality/Citizenship:
8. Your current employment (if any)
9. Your Address:
 - a) Permanent Postal Address:
 - b) Current Postal Address:
 - c) Mobile phone:
 - d) Email address (if any)
10. Person related to you (to be contacted by the Institute in case of emergency (e.g. father, mother, husband, wife, brother, friend, son etc).
 - a) Name of person related to you
 - b) Relationship to you:
 - c) His/her Postal address:
 - d) His/her Mobile phone:
 - e) His/her Email address
11. Name of Programme you are registering for:
.....
12. Your academic qualifications (fill in the table and attach copies of certificates)

Academic Certificate	Awarding Institution/Authority	Dates/Years

13. Your financial sponsor for the Programme (Please, tick):
 - a) Employer
 - b) private
 - c) HESLB
 - d) Any other (Please specify)
14. Address of sponsor
- Your signature..... Date

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Doctor:
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.....

RE: MEDICAL EXAMINATION FORM

Mr/Mrs/Ms.....

The named person has been admitted for long course at the Institute of Adult Education. Usually, students admitted at the Institute are required to undertake medical examination before registering for a course. I thus request you to medically examine him/her in the following areas and, please, fill in spaces provided by indicating diagnosis; if not please, write 'NO':

1. Height:
2. Weight:
3. Skin diseases:
4. Eyes:
5. Ears:
6. Respiratory system (Any abnormality)
7. Cardiovascular system:
8. Any suffering from the following:
 - (a) Tuberculosis
 - (b) Renal or Genital/Urinary disease
 - (c) Emotional disease or psychosis
 - (d) Serious injuries
 - (e) Allergies or asthma

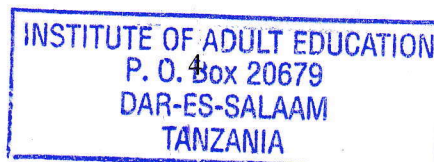
I confirm that I have examined the named person in the specified areas and found him/her fit for the course.

Name of Doctor: Signature:

Address: Date:

Yours Sincerely,

Dr. Philipo L. Sanga
DEPUTY RECTOR
(ACADEMIC, RESEARCH & CONSULTANCY)



FEE STRUCTURE FOR THE ACADEMIC YEAR 2024/2025

Descriptions		Items		Ordinary Diploma in Adult and Continuing Education	
				1st year NTA Level 5	2nd year NTA Level 6
A		1	Tuition fee	1,000,000	1,000,000
B	Direct payments to IAE	2	Registration	10,000	-
		3	Examinations	30,000	30,000
		4	Student ID	10,000	-
		5	Sports and games	20,000	20,000
		6	NACTVET fee	15,000	15,000
		7	Certificates and transcripts	-	35,000
		8	Field practice		60,000
		9	library fee	5,000	5,000
		10	ICT fees	10,000	10,000
Total Direct cost				100,000	175,000
Half of Tuition Fees				500,000	500,000
Total Fee to be paid in First Semester				600,000	675,000
Total Fee to be paid in Second Semester				500,000	500,000
Total Annual Fee				1,100,000	1,175,000
C	Direct payments to student	1	Books and stationery	100,000	150,000
		2	Boarding, Lodging and meals	800,000	800,000
		3	Fieldwork and travel	300,000	-
		4	Production of project/research reports	50,000	75,000
Total				1,250,000	1,025,000
D	Direct payments to Students Union	1	Students Union fee	20,000	20,000
		2.	Students Welfare Fund	5,000	5,000
Total				25,000	25,000
Grand Total (A+B+C+D)				2,375,000	2,225,000