

STELLA MARIS MTWARA UNIVERSITY COLLEGE

(A Constituent College of Saint Augustine University of Tanzania.)



Addresses:

Tel: +255 23 2334482

Fax: +255 23 2334483

Web: www.stemmuco.ac.tz

Postal address:

P.O.BOX 674,

MTWARA

TANZANIA



28th September 2017

RE: JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN STEMMUCO FOR THE 2017/2018 ACADEMIC YEAR

1. IMPORTANT NOTE TO ALL SELECTED APPLICANTS

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

2. DATE OF ARRIVAL AND REGISTRATION

All selected students are required to report at STEMMUCO from Monday 30 October 2017 from 9.00 a.m. Registration will commence on the same day Thursday 30 October 2017.

3. REQUIREMENTS FOR REGISTRATION

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

A. FEES PAYMENT

- I. 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.
- II. Fees paid will not be refunded if a student withdraws or leaves the University without permission.
- III. 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 STEMMUCO Students' By – Laws have been observed.

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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 STEMMUCO.

5. ACCOMMODATION AND HOSTEL FACILITIES

You are cautioned that STEMMUCO has limited accommodation facilities. The accommodation Policy of STEMMUCO is both on – campus and off – campus. Most students stay off – campus. Off – campus students must 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 based on 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 STEMMUCO are required to pay directly to the student. Do not pay them through STEMMUCO.

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

STEMMUCO 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. STEMMUCO ACADEMIC ACTIVITIES

STEMMUCO academic activities run from Monday through Saturday.

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9.COMMUNICATION

Students registered at STEMMUCO are required to regularly consult notice boards, website (www.stemmuco.ac.tz) for any information that may have a bearing on their academic and social impact for their stay at STEMMUCO 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 STEMMUCO Students’ By – Laws rules and regulations.
- II. Failure to observe and fulfill STEMMUCO rule, regulations and by – Laws will attract a disciplinary action which may include expulsion from the studies.

Karibu Sana!

FR. ERNEST LUBUVA

ADMISSIONS OFFICER

Contact number 0766633500

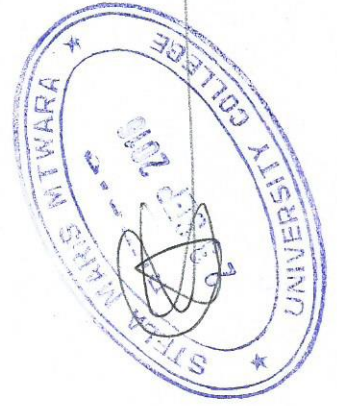
STEMMUCO FEES STRUCTURE FOR ACADEMIC YEAR 2016/2017

Certificate Programmes	Tshs.
(i) University Fees	790,000
(ii) Administrative	132,000
(iii) TCU Institution Quality Assurance	20,000
(iv) Graduation Fee	70,000
Total	1,012,000

Diploma Programmes	Year I	Year II	Year III
	Tshs	Tshs	Tshs
(i) University Fees	840,000	840,000	840,000
(ii) Administrative	232,000	222,000	222,000
(iii) TCU Institution Quality Assurance	20,000	20,000	20,000
(iv) Graduation Fee	-	70,000	70,000
Total	1,092,000	1,152,000.00	1,152,000.00

Bachelor Programmes	Year I	Year II	Year III	Year IV
	Tshs.	Tshs.	Tshs.	Tshs.
(i) University Fees	1,240,000	1,240,000	1,240,000	1,240,000
(ii) Administrative	332,000	322,000	322,000	322,000
(iii) TCU Institution Quality Assurance	20,000	20,000	20,000	20,000
(iv) Graduation Fee	-	-	70,000	70,000
	1,592,000.00	1,582,000.00	1,652,000.00	1,652,000.00

Master Programmes	Year I	Year II
	Tshs.	Tshs.
(i) University Fees	2,500,000	2,500,000
(ii) Administrative	282,000	272,000
(iii) TCU Institution Quality Assurance	20,000.00	20,000.00
(iv) Research Costs	-	200,000
(v) Graduation Fee	-	70,000
Total	2,802,000.00	3,062,000.00



Notes:

- (i) Meals and accommodation allowances are arranged personally between the student and his/her sponsor as per companies/government scales.
- (ii) Student required to pay half or full amount of University Fees and the whole amount of Administrative at the beginning of the first Semester.
- (iii) All payments should be addressed to STELLA MARIS MTWARA UNIVERSITY COLLEGE and must be done through bank as indicated below and the student should bring original valid bank pay-in slip to the Bursar's Office. Any Forgery will lead to academic discontinuation and will be reported to the police for further legal action.
- (iv) Remember our motto "No fee No School"

Bank Details:

Account Name: SAUT SCHOOL FEES

Account Number: 0150054341502

Name of Bank: CRDB BANK LIMITED

