

FEES, ALLOWANCES AND CHARGES
FEES DIRECTLY PAYABLE TO THE INSTITUTE

Table 12: Tanzania and EAC Students (in TShs) either per annum (p.a.) or per programme (p.p.)

Programme	Tuition Fee	Caution Money*; NACTE exams & Health Insurance fees	ITASO	Total
East African Customs Clearing and Freight Forwarding Practising Certificate	750,000 p.p.	50,000 p.p. 50,400 p.p	30,000 p.p.	880,400
Basic Certificate in Customs and Tax Management	1,500,000p.a.	50,000 p.p 15,000 p.p. 50,400 p.p	30,000 p.p.	1,645,400
Diploma in Customs and Tax Management	1,500,000p.a.	50,000 p.p. 15,000 p.a 50,400 p.a	30,000 p.a.	1,645,400
Bachelor of Customs and Tax Management	1,800,000p.a.	50,000 p.p. 20,000 p.a. 50,400 p.a	30,000 p.a.	1,950,400
Postgraduate Diploma in Taxation	2,700,000p.p.	50,000 p.p. 50,400 p.p	30,000 p.p.	2,830,400
Master of Arts (Revenue Law & Administration)	7,000,000 p.p	50,000 p.p. 50,400 p.p	30,000 p.p.	7,130,400

Table 13: Non-EAC Students (in US \$) per annum (p.a.) or per programme (p.p.)

Programme	Tuition Fee	Caution Money*; NACTE exams & fees	ITASO	Total
East African Customs Clearing and Freight Forwarding Practising Certificate	1,400 p.p.	50 p.p. 50 p.p	30 p.p.	1,480
Basic Certificate in Customs and Tax Management	3,000 p.a.	50 p.p. 15 p.p. 50 p.p	30 p.p.	3,095
Diploma in Customs and Tax Management	3,000 p.a.	50 p.p. 15 p.a. 50 p.a	30 p.a.	3,095
Bachelor of Customs and Tax Management	4,200 p.a.	50 p.p. 20 p.a 50 p.a	30 p.a.	4,300
Postgraduate Diploma	6,300 p.p.	50 p.p. 50 p.p	30 p.p.	6,380
Master of Arts (Revenue Law & Administration)	7,000 p.p	50 p.p. 50 p.p	30 p.a.	7,080

**This amount is refundable within three year after completion of studies*

Application Fee

For all programmes, a non-refundable application fee is payable at the rate of Tanzania shillings (Tshs) 20,000 and 30,000 respectively for CFFPC and postgraduate programmes by applicants who are Tanzanians. In case the applicant is a non - East African, the application fee amounts US\$ 20 and 30 for CFFPC and postgraduate programmes respectively.

ALLOWANCES PAYABLE TO STUDENTS

The following are recommended rates for various payments by sponsors that can be made directly to students.

Books and Stationery Allowance (per annum)

Postgraduate Diploma Tshs. 500,000 per annum

Others students: Tshs. 200,000 per annum

Production of Project/Internship Report

Postgraduate Diploma and Bachelor Degree students: Tshs. 300,000

Field Allowances:

At least Tshs 10,000 per day subject to any variations as may be provided for by the sponsor. Field practicum for undergraduate and postgraduate diploma shall be for 8 weeks per year.

CHARGES (OPTIONAL) SUBJECT TO AVAILABILITY OF SERVICE

On campus accommodation (per semester)

Single occupant room: Tshs. 720,000 per occupant – Tanzania and EAC students

US\$ 1,000 per occupant – Non EAC students

Double occupant rooms: Tshs. 500,000 per occupant – Tanzania and EAC students

US\$ 720 per occupant – Non EAC students

On-campus meals (per day)

Meals include breakfast, ten o'clock tea/coffee, lunch, afternoon tea/coffee, supper and mineral water) cost Tshs. 25,000/=

PAYMENT PROCEDURES AND REFUND POLICY

Payment procedures

Successful applicants will be registered only after they have paid the fees, deposits and any other charges due to the Institute for the respective semester. Fees are to be paid directly to the Institute's bank account (**i.e. TRA – ITA Fee Collection Account No. 0150303205600**) at any CRDB branch or at any other account so designated in writing by the Rector. After payment through the bank, the bank pay-in-slip is to be submitted to the Institute's Cashier in exchange for an official receipt.

All payments in respect of all foreign students shall be made through a USD Bank Account (**i. e. Institute of Tax Administration, Kenya Commercial Bank (Tanzania) Ltd, Bank Account No. 3300481074**).

Refund of Fees

A candidate selected to join any programme of the Institute who pays fees prior to registration but then decides not to register himself/herself on reasonable grounds will be refunded the fees after deduction of 10% of such fees paid as a penalty.

A candidate registered in a programme of the Institute who has paid fees will not be refunded his/her fees upon discontinuation, de-registration or cessation of his/her candidacy on any other ground.

Fees paid by a student allowed to postpone studies shall be carried forward.

Fees in respect to a registered student who opts not to continue with studies shall not be refunded.

