

STELLA MARIS MTWARA UNIVERSITY COLLEGE
(A Constituent College of Saint Augustine University of Tanzania.)
OFFICE OF THE DEPUTY PRINCIPAL FOR ACADEMIC AFFAIRS



Contacts:
Tel: +255 23 2334482
Fax: +255 23 2334483
Email: info@stemmuco.ac.tz
Web: www.stemmuco.ac.tz

Postal address:
P. O. Box 674,
932 Bandari Road,
63104 MTWARA
TANZANIA



August 24, 2023

**RE: JOINING INSTRUCTIONS FOR NEW SELECTED STUDENTS TO JOIN
STeMMUCo FOR THE ACADEMIC YEAR 2023/2024.**

1. IMPORTANT NOTE TO ALL SELECTED STUDENTS.

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

2. DATE OF ARRIVAL AND REGISTRATION

All selected students for certificate and diploma programmes are required to report at STeMMUCo on **16 - 30 October ,2023** while bachelor Degree programmes selected students are required to report on **October 18, 2023**.

3. REQUIREMENTS FOR REGISTRATION

A. TUITION FEE PAYMENT

- i. Bring the **original pay in slip** with you, Cheques, cash, faxes, scanned pay in slips, emails and texts 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 Principal 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 fees may be refunded.

B. DOCUMENTS FOR REGISTRATION

- i. 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.
- ii. Note your Admission / Form four index number and Programme selected
- iii. Students shall be registered under the names appearing in the certificates they submitted for the applications. No change of names shall be accepted unless all

/s/ DPAA



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requirements provided under STeMMUCo Student by laws have been observed.

- iv. Student must register for the course programme, in which they have been admitted.

4. STUDENTS UNDER EMPLOYMENT

All students who are employed (in service) are advised to settle their release from duties from their respective employers before reporting to STeMMUCo.

5. ACCOMODATION AND HOSTEL FACILITIES

You are cautioned that STeMMUCo has limited accommodation facilities. The accommodation policy of STeMMUCo is both on campus and off campus. Off campus students have to take care of their accommodation arrangements. The University is not directly involved in looking for off campus accommodation, however, assistance may be obtained from the office of dean of students.

Students who opt for on-campus accommodation should not pay for the accommodation until a room has been allocated. Rooms will be allocated after registration on request upon arrival. Allocation will be on the basis of first come first served.

Sponsors are at liberty to arrange for the payment of Meals, Books and Stationery 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 the guidelines and criteria for issuing loans for the academic year 2023/2024 under HESLB website (www.heslb.go.tz).

7. WORSHIP

STeMMUCo recognizes the individuals right of worship. Students are there for advised to use the facilities available for religious services within and outside the campus without interfering academic activities.

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8. STeMMUCo ACADEMIC ACTIVITIES

STeMMUCo academic activities run from Monday through Saturday.

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 in their academic and social impact for their stay at STEMMUCO such as timetable and any other information that may call for some immediate action.

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 behavior within and outside the campus. Student must follow STeMMUCo student by laws, rules and regulations.
- ii. Failure to observe and fulfill STeMMUCo rules, regulations and by laws will attract a disciplinary action which may include expulsion from studies.

Our MOTTO: *EDUCATION IS THE LIGHT OF HOPE.*

YOU ARE WARMLY WELCOME

KARIBUNI SANA

 DPAA



STEMMUCO FEES STRUCTURE FOR ACADEMIC YEAR 2023/2024

Certificate Programmes	Tshs.
(i) University Fees	790,000
(ii) Administrative	115,000
(iii) TCU Institution Quality Assurance	20,000
(iv) NACTE Registration Fee	20,000
(v) Graduation Fee	50,000
Total	990,000

Diploma Programmes	Year I	Year II
	Tshs	Tshs
(i) University Fees	840,000	840,000
(ii) Administrative	200,000	225,000
(iii) TCU Institution Quality Assurance	20,000	20,000
(iv) NACTE Registration Fee	20,000	-
(v) Graduation Fee	-	70,000
Total	1,080,000	1,155,000

Bachelor Programmes	Year I	Year II	Year III	Year IV
	Tshs.	Tshs.	Tshs.	
(i) University Fees	1,240,000	1,240,000	1,240,000	1,240,000
(ii) Administrative	285,000	325,000	325,000	325,000
(iii) TCU Institution Quality Assurance	20,000	20,000	20,000	20,000
(iv) Graduation Fee	-	-	70,000	70,000
Total	1,545,000	1,585,000	1,655,000	1,655,000

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

**MATUMIZI YA BIMA YA AFYA KWA WANAFUNZI KWA MWAKA WA
MASOMO 2023/2024.**

Kwa mwanafunzi ambae hana Bima ya afya anatakiwa kulipia Bima hiyo kwa gharama ya kiasi cha shilingi 50,400=/. Fedha hiyo ilipwe wakati ambapo mwanafunzi anaporipoti chuoni na kuanza zoezi la usajili wa chuo, kwakufanya malipo haya ndipo mwanafunzi ataruhusiwa kuendelea na zoezi la kujisajili hapa chuoni.

kwa wanafunzi ambao tayari wanazo Bima za afya, yaani wenye umri chini ya miaka 25 hakikisha unatoa nakala ya kitambulisho cha Bima yako pindi unaporipoti chuoni na unakabidhi moja kwa moja kwenye ofisi ya Mlezi wa wanafunzi (Dean of students) wakati wa zoezi la usajili.

**Akaunti ya kulipia Fedha hizo ni 0150054341500 JINA LA
ACCOUNT SAUT MTWARA.**