



Ruaha Catholic University

Education is the Source of Life

P.O. Box 774, Iringa · Tel: (+255) 26 27 02431 · rucu@rucu.ac.tz

FEE STRUCTURE

Certificate in Records, Archives and Library Management

ACADEMIC YEAR

2026/2027

CRA LM · Certificate · 1 year

TOTAL PAYABLE

TZS **1,260,000**

Payable direct to the university. Accommodation, health insurance and the late registration fee are charged separately — see below.

FINANCIAL INFORMATION

- All payments must be made using **CONTROL NUMBERS** from RUCU SIMS. If you are not sure how to obtain a control number, please contact the Accounts Office for assistance.
- Only tuition fees may be paid in four equal instalments. Please refer to the attached payment schedule.
- All registration must be completed within the first month of each semester.
- A late registration fee of TZS 50,000 will be charged separately.
- Health insurance (TZS 50,400) must be paid directly using a control number from NHIF if you do not have a valid health insurance membership card NHIF.

Note: Health insurance is a mandatory part of registration. If you do not pay for it, you will not be registered.

- Books, stationery, and meal allowances are paid directly to the student and may vary depending on sponsor policies.
If paid through RUCU accounts, these amounts will not be refunded and will be considered as prepayment for the subsequent semester.

- Refunds of any kind will be processed after the completion of the programme.
- The minimum accommodation fee is TZS 350,000. This may vary depending on the number of students per room.

Do not pay accommodation fees if you do not intend to stay in the university hostels.

- No student is allowed to carry forward any unpaid or partial fees to the next semester or academic year.
- A new fee structure will apply to both new and continuing students.
- Fees and accommodation payments are non-refundable.

FEE SCHEDULE

Direct university fees	TZS
Tuition Fee	960,000
Examination fee	130,000
General Service Fee	55,000
Registration fee	30,000
Student Activities Fee	15,000
Student Identity Card Fee	15,000
TCU-Quality assurance fee	20,000
Graduation fee	35,000
TOTAL PAYABLE DIRECT TO THE UNIVERSITY	1,260,000

PAYMENTS PER INSTALMENT

Course	1st	2nd	3rd	4th	Total
CRALM	540,000	240,000	240,000	240,000	1,260,000

Only tuition may be paid in four instalments, so these figures do not add up to the total payable above.

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