



**COLLEGE OF BUSINESS EDUCATION  
DAR ES SALAAM/DODOMA/MWANZA/MBEYA**



TO.....

P.O.BOX .....

**RE: ADMISSION & JOINING INSTRUCTIONS FOR TWO YEAR ORDINARY DIPLOMA PROGRAMME IN: BUSINESS ADMINISTRATION / ACCOUNTANCY / PROCUREMENT AND SUPPLY MANAGEMENT / MARKETING/ METROLOGY AND STANDARDIZATION/ INFORMATION TECHNOLOGY/ BUSINESS ADMINISTRATION RECORDS AND ARCHIVES MANAGEMENT/ BUSINESS ADMINISTRATION HUMAN RESOURCES MANAGEMENT.**

It is a pleasure to inform you that you have been selected for a Two-year Ordinary Diploma Course programme in ..... at the College of Business Education.

The College is located along Bibi Titi Mohamed Road, Dar es Salaam near Akiba Bus Stop.

The following are necessary conditions for admission:

**1. Declaration Regarding Completion of the Course.**

All candidates confirming acceptance of admission in the College must complete the programme admitted into unless required to do otherwise by the College. Please sign the relevant sections of the enclosed form for acceptance of the admission, declaration of dress code and medical certificate. Completed dully filled-in forms must be returned to the College during registration.

**2. Medical Examination.**

Admission into the College is conditional upon a satisfactory medical report being received by the College. Students are therefore asked to undergo medical examination by registered medical practitioners. Use the enclosed form which should be brought with you duly filled and signed. Students, who report to the College without their medical reports, will have to undergo medical examination at their own expenses before admission into the College.

**3. Registration and Course Commencement.**

Registration will start on **11<sup>th</sup> October, 2021** and the programme will commence on **18<sup>th</sup> October, 2021**. If you cannot report on these dates for any reason

please, inform us immediately, otherwise we shall assume that you have opted not to attend the programme and the vacancy will be filled by another candidate.

**4. Registration Requirements:**

- (i) Two Passport size photographs taken recently for registration.
- (ii) National form Four Certificate
- (iii) A level certificate/NTA level 4 transcript.
- (iv) Birth Certificate
- (v) Leaving Certificate
- (vi) Dully filled in forms for Acceptance of Admission, Medical Examination and Students Dress code.
- (vii) Any other relevant Certificates supporting your qualifications.

**NOTE:**

- a) During registration, all certificates must be original, plus photocopy any candidate without original certificates will not be registered.
- b) Submission of forged certificates or any false document is criminal offence and will be dealt with accordingly.
- c) Names to be registered are those appearing in your National form four Certificates. No change of names will be accepted after registration.

**5. Discipline.**

Students admitted to the College are expected to observe and abide by the students By-Laws of the College, Examination Regulations or any other lawful orders given by the Rector, lecturers or any other person in authority. Failure to observe or comply with any lawful order may lead to summary dismissal from the College.

**6. FEE STRUCTURE PAYABLE TO THE COLLEGE**

All fees should be paid after obtaining a control number from College Student Information System (CoSIS) that can be accessed at [www.cbe.ac.tz](http://www.cbe.ac.tz) using login information provided through email/SMS.

Fees must be paid in the following modes before qualifying for registration

Mode of Payment

PAYMENT	ITEMS	DIPLOMA YEAR1 PROGRAMME			DEADLINE FOR PAYMENT
		DBA/DA/DPS/D MK	DIT	DMS	
1 <sup>ST</sup> INSTALMENT	Tuition Fees	600,000	655,000	655,000	30 <sup>TH</sup> DECEMBER, 2021
	<b>Other Contributions</b>				
	Registration Fees	6,000	6,000	6,000	
	Examination Fess	18,000	18,000	18,000	
	Nacte Fees	15,000	15,000	15,000	
	COBESO contribution	6,000	6,000	6,000	
	Student Welfare Contribution	5,000	5,000	5,000	
	<b>Total</b>	<b>650,000</b>	<b>705,000</b>	<b>705,000</b>	
	<b>FOREIGN STUDENTS (US \$)</b>	<b>736</b>	<b>882</b>	<b>882</b>	
2 <sup>ND</sup> INSTALMENT	Tuition Fees	600,000	655,600	655,000	29 <sup>TH</sup> APRIL 2022
	<b>Other Contributions</b>				
	Registration Fees	6,000	6,000	6,000	
	Examination Fess	33,000	33,000	33,000	
	COBESO contribution	6,000	6,000	6,000	
	Student Welfare Contribution	5,000	5,000	5,000	
	<b>Total</b>	<b>650,000</b>	<b>705,600</b>	<b>705,000</b>	
	<b>FOREIGN STUDENTS (US \$)</b>	<b>736</b>	<b>882</b>	<b>882</b>	
	<b>GRAND TOTAL (TZS)</b>	<b>1,300,000</b>	<b>1,410,600</b>	<b>1,410,000</b>	
<b>G.T USD</b>	<b>1,472</b>	<b>1,764</b>	<b>1,764</b>		

### INDICATIVE DIRECT STUDENTS COST FOR DIPLOMA PROGRAMMES

<b>ITEMS</b>	<b>Local (TZS)</b>	<b>Foreign (USD)</b>
College Hostel	450,000	500.00
Books and Stationery Allowance	200,000	223.00
Meal Allowance	1,660,000	1,845.00
Field Work	620,000	780.00
<b>Total</b>	<b>2,930,000</b>	<b>3,348.00</b>

*\*These are indicative fees which can be negotiated with the sponsor (not directly payable to the college).*

Contribution of **Tshs 50,400** for NHIF (NATIONAL HEALTH INSURANCE FUND) shall be compulsory and shall be paid through Control Number.

NB: It is expected that every sponsor will adhere to the above payment schedule. Failure to adhere to this schedule will amount to the respective sponsee to be barred from attending classes or sitting for tests/examinations.



**Prof. Emanuel A. Mjema**

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**RECTOR**

**COLLEGE OF BUSINESS EDUCATION  
DAR ES SALAAM/DODOMA/MWANZA/MBEYA**

BIBI TITI MOHAMED STREET, TELEPHONE 0222150177, FAX 0222150122  
P.O. BOX 1968 DAR **ES SALAAM** TANZANIA

OUR REF. TFC/TNC.SEPTEMBER,2021/.....

**STUDENT’S ACCEPTANCE OF ADMISSION INTO CBE**

**Part One:**

I accept the admission as a student for the year 2021/2022 to pursue Ordinary Diploma Course in Business Administration/ Procurement & supplies Management/Accountancy/Marketing Management/Metrology and Standardization/Information Technology/ Business Administration Records and Archives Management/ Business Administration Human Resources Management at the College of Business Education, Dar es Salaam/Dodoma/Mwanza/Mbeya. I promise that I will work hard during the course and will continue with my studies at the College for the entire period of the course unless I am dismissed by the Rector or any other person holding authority duly given to him by the Governing Body of the College. I declare that I have made no any crime(s) which can disrupt my studies at the College.

I confirm that I will abide by the standing students By-Laws of the College, Examination Regulations/Rules or any legal orders given by the Rector, lecturers or any other person in authority. I further affirm that I am the same person who applied to admittance to the College under these names, and shall not change the names there of.

I also undertake to produce at the time of admission a medical report, from any Government or recognized medical doctor stating clearly that I am mentally and physically fit to undergo the Course in Business Administration/Accountancy/Procurement & supplies/Marketing/Legal metrology/Information & Communication Technology and that the College may refer me to do a fresh medical examination if it feels necessary notwithstanding the previous medical report.

Full Name .....

Signature ..... Date.....

Witnessed by .....

Relationship.....

On behalf of .....

**Part Two:**

**Employer's / Sponsor's Certificate**

We approve the Sponsorship of the above candidate to undertake Ordinary Diploma Course and confirm that he/she will be released from duties to attend the course

We further confirm that this /Company/Organization/Ministry/Family will sponsor the student and pay the College fees. We also know that fees once paid will not be refunded under any circumstances.

Name .....

Signature .....

Relationship.....

Address.....

.....

Date.....



**COLLEGE OF BUSINESS EDUCATION**  
**DAR ES SALAAM/DODOMA/MWANZA/MBEYA**

REQUEST FOR MEDICAL EXAMINATION

**PART A:**

**From:** The Rector,  
College of Business Education,  
P.O. Box 1968, **DAR ES SALAAM**

**To the Medical Officer,**

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Mr./Mrs./Miss (Student).....

Please examine the above named as to his/her fitness for undergoing the Two-year Ordinary Diploma Course in Business Administration/Accountancy/Procurement & Supplies Management/Marketing/Information Technology/Metrology and Standardization/ Business Administration Records and Archives Management/ Business Administration Human Resources Management.

**Prof. Emanuel A. Mjema.**

.....

**RECTOR**

**PART B:**

**Medical Certificate**

(To be completed by Medical Officer)

I have examined the above and consider that he/she is physically fit/unfit to undergo the Ordinary Diploma course stated above.

Name ..... Signature.....

Designation..... Date.....

Station .....

**Official stamp**





## **STUDENT DRESS CODE**

### **COLLEGE OF BUSINESS EDUCATION**

#### **1.0 INTRODUCTION**

The College of Business Education (CBE) like many other institutions of higher learning is committed to nurture and empower students to emerge as educated, responsible, service-oriented and respected members of the society.

The dress and manners of any student reflect the general image of an institution. With such realization, students are expected at all times to dress properly befitting the status of the College.

In an effort to curb socially undesirable and indecent dressing, this dress code must be read and observed by all students.

#### **2.0 STUDENT'S DRESS CODE**

Students are expected to appear neat, uphold high standards of conduct and behavior both on and off campus. They should portray moral and ethical behavior, conducting themselves with pride and respect.

Alongside the public Service Circular No. 3 on Dress Code, 2007, students are strictly not allowed to wear the following: -

- a) Jeans with holes
- b) Mesh type of see-through clothes
- c) Trousers hanging under the buttocks (Mlegezo)
- d) Very tight trousers, skirts, blouses
- e) Dress/skirts with excessive slit (mpasuo)
- f) Any dress that leaves the stomach, waist, chest, and or back open
- g) Shorts or skirts that do not cover the knees when seated
- h) Earrings for men
- i) Unbuttoned shirts
- j) Any type of dress that cover the entire face
- k) Pajamas, flip flops or slippers outside the residence halls
- l) Any kind of dressing that leaves underwear visible
- m) Any kind of dressing that leaves the breasts open/visible.
- n) Hats or caps worn back ward
- o) Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language

- p) Inappropriate hair style for men e.g. plating
- q) Any kind of dressing that College Official may deem inappropriate.

**3.0 DISCIPLINARY MEASURES FOR IMPROPER DRESSING**

To maintain the good image of the College, all students are required to be properly attired in a manner that is socially desirable. Students who choose to violate the Dress Code are liable for disciplinary actions by contravening By-Law 9(1) (ii) of the College of Business Education By-Laws. The following disciplinary measures will be taken against any culprit:

- 3.1 **First offence:** Once a Student commits an offence shall be denied access to services from college staff, not allowed to enter lecture theatres, library, offices, laboratories, and attend college meetings. He/she will be given verbal and written warning.
- 3.2 **Second offence:** The alleged student will have to appear before Students’ Disciplinary Committee for further action.
- 3.3 **Powers of the Students’ Disciplinary Committee:** As per Section 40 By-Law of the College of Business Education By-Laws, the Students’ Disciplinary Committee will impose any disciplinary actions and penalties thereof it deems proper.

I ..... (Student) accept the College Students’ Dress Code and Disciplinary Measures for violating the dress code and I will accept any action taken by the College.

\_\_\_\_\_  
STUDENT  
SIGNATURE

I .....(parent/guardian/sponsor) of ..... accept the College Students’ Dress Code and Disciplinary Measures for violating the dress code and I will accept any action taken by the College against a student.

\_\_\_\_\_  
PARENT/GUARDIAN  
SIGNATURE