



**COLLEGE OF BUSINESS EDUCATION**

**FULLTIME...../NIGHT COLLEGE..... SEPTEMBER 2015/DBA/DA/DPS/DMKT**

TO.....

.....

P.O.BOX .....

**RE: ADMISSION & JOINING INSTRUCTIONS- FULL TIME / NIGHT COLLEGE**

**TWO YEARS DIPLOMA COURSE IN BUSINESS  
ADMINISTRATION/ACCOUNTANCY/PROCUREMENT AND SUPPLY  
MANAGEMENT/MARKETING.**

It is a pleasure to inform you that you have been selected for two years Diploma Course in ..... at the College of Business Education.

The College is located along Bibi Titi Mohamed Road, Dar es Salaam adjacent to Dar es salaam Institute of Technology (DIT)

The following are necessary conditions for admission:

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

All candidates confirming acceptance of vacancies in this College must undertake to complete the course unless required to do otherwise by the College. Please sign the relevant sections of the enclosed form of acceptance of the vacancy, declaration of Dress code and medical certificate. Completed 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 **7<sup>th</sup> - 11<sup>th</sup> September, 2015** and the course will commence on **Monday 14<sup>th</sup> September, 2015**. 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 course and the vacancy will be filled by another candidate.

#### 4. What to bring.

- (i) Two Passport size photographs taken recently for registration.
- (ii) National form Four Certificate and Advanced Certificate of Secondary Education (or Result slip for those who completed form four in 2013, or form six 2014.
- (iii) Birth Certificate
- (iv) Leaving Certificate
- (v) Any other relevant Certificates supporting your qualifications.

**NOTE:-** At time of registration, all certificates must be original (not photocopy) any candidate without original certificates will not be registered.

-Submission of forged certificates or any false document is criminal offence and will be dealt according to the law.

-- 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 this College are expected to observe and abide by the students By-Laws of this 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

Cost Item	DIPLOMA I		DIPLOMA II	
	LOCAL (TSHS)	Foreign (\$)	LOCAL (TSHS)	Foreign (\$)
Tuition Fees	1,010,600.00	1,340.00	1,140,600.00	1,399.20
Registration Fees	12,000.00	18.00	12,000.00	18.00
Examination Fees	50,400.00	75.60	50,400.00	75.60
Students Welfare contribution	12,000.00	18.00	12,000.00	18.00
Nacte fee	15,000.00		15,000.00	
<b>Total (a)</b>	<b>1,100,000.00</b>	<b>1,451.60</b>	<b>1,230,000.00</b>	<b>1,510.80</b>

#### Indicative Direct students cost for Diploma Programmes

cost Item	DIPLOMA I		DIPLOMA II	
	LOCAL (TSHS)	Foreign (\$)	LOCAL (TSHS)	Foreign (\$)
College Hostel	450,000.0	566.0	450,000.0	566.0
*Books and Stationery Allowances	200,000.0	251.0	200,000.0	251.0
*Meal Allowance	1,660,000.0	1,258.0	1,660,000.0	1,258.0
Field Work	620,000.0	780.0	0.0	0.0
<b>Total (b)</b>	<b>2,930,000.0</b>	<b>2,855.0</b>	<b>2,310,000.0</b>	<b>1,738.0</b>
<b>Total (a + b) (Plus Tshs 130000 for DICT)</b>	<b>4,030,000.0</b>	<b>4,306.0</b>	<b>3,540,000.0</b>	<b>3,248.0</b>

**\*\*Private Hostel**

**450,000**

**\*These are indicative fees which can be negotiated with the sponsor**

**Mode of Payments**

	DIPLOMA I		DIPLOMA II	
	LOCAL (TSHS)	Foreign (\$)	LOCAL (TSHS)	Foreign (\$)
1 <sup>st</sup> Instalment 10th Sept, 2015	430,000	568	470,000	677
2 <sup>nd</sup> Instalment 20th Dec, 2015	335,000	312	380,000	327
3 <sup>rd</sup> Instalment 31st March,2016	335,000	312	380,000	327
<b>TOTAL</b>	<b>1,100,000</b>	<b>1,222</b>	<b>1,230,000</b>	<b>1,331</b>

**NOTE:** - payment may be made once or in installments as indicated above  
: - fee once paid is non-refundable or transferable

No students will be admitted into the College before paying at least one third of the total amount of the fees for the year. The payment should be made through the **College's Bank Account No. 2061100030 NMB** for Dar es salaam Campus, **Account No 029101000711 NBC** for Dodoma Campus, **Account No 3111100092 NMB Ltd** for Mwanza Campus and **Account No. 0150067028001 CRDB** for Mbeya Campus. Bank's pay – in – slip should be submitted to the Campus thereafter.

Contribution of Tshs 50,400 for NHIF (NATIONAL INSURANCE FUND) shall be compulsory and shall be paid through AC no. 2061100095 NMB for Dar es Salam Campus, Account No 029101000711 NBC for Dodoma Campus, Account No 3111100092 NMB Ltd for Mwanza Campus and Account No. 0150067028001 CRDB for Mbeya Campus. Bank's pay – in – slip should be submitted to the Campus thereafter

**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.



.....  
**RECTOR**



**COLLEGE OF BUSINESS EDUCATION**  
(INCORPORATED BY ACT OF PARLIAMENT)

YOU'RE REF:  
OUR REF. TFC/TNC. SEPT. 2015/DBA/DA/DMKT/DPS

BIBI TITI STREE - DAR ES SALAAM  
TELEPHONE 0222150177  
P.O.BOX 1968 DAR ES SALAAM  
FAX 0222150122 TANZANIA

**FULL TIME / NIGHT COLLEGE**

(Tick the appropriate)

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

**Part One**

I accept the admission as a student for the year 2015 to pursue the Diploma Course in Business Administration/ Procurement & supplies management/Accountancy/Marketing at the College of Business Education, Dar es Salaam/Dodoma/Mwanza and 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 this name, and shall not change the names thereof.

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 physically fit to undergo the two year Diploma Course in Business Administration/Accountancy/Procurement & supplies/Marketing and that the College may refer me to do a fresh medical examination if it feels necessary not withstanding the previous medical report.

Full Name .....

Signature .....

Witnessed by .....

Relationship.....

On behalf of .....

**Part Two.**

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

We approve the Sponsorship of the above candidate to undertake the 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:

**To the Medical Officer**

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.....  
.....

**From: Rector**

College of Business Education  
P.O. Box 1968

**DAR ES SALAAM**

Mr./Mrs./Miss (student).....

Please examine the above named as to his/her fitness for undergoing the two years Diploma Course in Business Administration/Accountancy/Procurement & Supplies Management and Marketing.

.....  
**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 Certificate Course stated above.

Date .....2015

Signature .....

Station .....

Designation .....

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