



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

**FULLTIME...../NIGHT COLLEGE SEPTEMBER, 2020/2021
BCBA/BCA/BCPS/BCM/BCMET/BCIT**

TO.....

P.O.BOX

**RE: ADMISSION & JOINING INSTRUCTIONS- FULL TIME/NIGHT COLLEGE
BASIC TECHNICIAN COURSE IN BUSINESS ADMINISTRATION/
ACCOUNTANCY/PROCUREMENT AND SUPPLIES
MANAGEMENT/MARKETING/METROLOGY AND STANDERDIZATION/INFORMATION
TECHNOLOGY.**

It is a pleasure to inform you that you have been selected to join Basic Certificate Course
inat the College of Business
Education.

The College is located at Makole area, Dodoma along Dar Es salaam Road near Bunge
Building.

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 dully 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 **9th November, 2020** and the course will commence on **16th November, 2020**. 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 of Secondary Education (or Result slip for those who completed form four in 2020).
- (iii) Birth Certificate
- (iv) Leaving Certificate
- (v) Any other relevant Certificates supporting your qualifications.

NOTE:

- During registration, admitted student MUST submit both original certificates and their photocopy. Any candidate who will present him/her self without original certificates will not be registered.
- Submission of forged certificates or any false document is criminal offence and will be dealt with 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 CBE 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

Mode of Payment

All fees should be paid after obtaining a control number from Student Academic Register Information System (SARIS) that can be accessed at 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

INSTALMENT	ITEMS	CERTIFICATE COURSES			DEADLINE FOR PAYMENT
		BCBA, BCMK, BCA, BCPS	BCICT	BCMS	
1 ST INSTALMENT	Tuition Fees	460,000	565,000	565,000	15 TH January, 2020
	Other Contributions				
	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	
	Total	510,000	615,000	615,000	
	FOREIGN STUDENTS (US \$)	641	684	684	
2 ND INSTALMENT	Tuition Fees	460,000	565,600	565,000	14 th May, 2021
	Other Contributions				
	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	
	Total	510,000	615,600	615,000	
	FOREIGN STUDENTS (US \$)	641	684	684	

NB: A student will be registered after payment of at least Tshs 100,000

INDICATIVE DIRECT STUDENTS COST FOR CERTIFICATE PROGRAMMES

ITEMS	Local (TZS)	Foreign (USD)
College Hostel	300,000	500.00
Books and Stationery Allowance	200,000	223.00
Meal Allowance	1,660,000	1,845.00
Field Work	620,000	780.00
Total	2,780,000	3,348.00

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

PLEASE NOTE:

- All candidates are required to use control number provided in SARIS during payments
- No student will be registered without paying the relevant fees.
- **Fees for the second installment can be paid in installments and must be completed within the stated deadline.**

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

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.

A handwritten signature in black ink, appearing to read 'Emanuel A. Mjema', written in a cursive style.

Prof. Emanuel A. Mjema
RECTOR



COLLEGE OF BUSINESS EDUCATION
 (INCORPORATED BY ACT OF PARLIAMENT)
 BIBI TITI STREE - DAR ES SALAAM
 P.O. BOX 1968 DAR ES SALAAM
 TELEPHONE 0222150177FAX 0222150122 TANZANIA

YOUR REF:
 OUR REF. TFC/TNC.SEPTEMBER. 2020/DBA/DA/DM/DIT/DPS/DMET

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 2020/2021 to pursue Basic Certificate Course in Business Administration/Procurement & supplies Management/Accountancy/Marketing/Metrology and Standardization /Information Technology 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 for 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 Basic Certificate Course in Business Administration/Accountancy/Procurement & supplies/Marketing/Information Technology and Metrology and Standardization that the College may refer me to do afresh medical examination if it feels necessary notwithstanding 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 Basic Certificate 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
DARES SALAAM/DODOMA/MWANZAMBEYA**

REQUEST FOR MEDICAL EXAMINATION

PART A:

To the Medical Officer

.....
.....
.....

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

Please examine the above named as to his/her fitness for undergoing the one-year Basic Certificate Course in Business Administration/Accountancy/Procurement and Supplies Management/Marketing/Metrology and Standardization /Information Technology

.....
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 Basic Certificate Course stated above.

Name

Signature

Date

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 the student.

PARENT/GUARDIAN
SIGNATURE