



STUDENT FEES

Prospectus 2016



UNAM
UNIVERSITY OF NAMIBIA

PROSPECTUS 2016

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STUDENT FEES PROSPECTUS 2016

This Prospectus has been compiled to reflect all information as accurately as possible. However, the University of Namibia does not accept any responsibility or liability for any errors or omissions. The Council of the University of Namibia reserves the right to amend any regulation or other stipulation without prior notice.

The information in this Prospectus is correct as at 30 November 2015

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STUDENT FEES

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STUDENT FEES

1. STUDENT FEES: PAYMENTS

1.1. PAYMENTS MAY BE MADE AS FOLLOWS:

(a) Personally

- Payments can be made at cashiers of UNAM Centers or any University campus.

Requirements:

- No payments should be made to any member of staff other than the Cashier.
- Students must present their student cards to avoid incorrect student numbers.
- Students and parents must indicate the type of payment, to ensure correct allocation.
- Only Bank Guaranteed Cheques issued to the University will be accepted
- Postdated cheques will not be accepted and will be returned to the drawer.
- No payments should be made without obtaining an official receipt from the cashier.
- Students who make payments at the cashier should verify their **receipts and change**, before leaving the counter. The cashier will not be responsible for any mistakes on receipts and or wrong change that may be claimed afterwards.
- The University and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.
- Only official original receipts will serve as proof that payments has been made to the University of Namibia.

Office Hours:

Mondays to Fridays

08H00 – 13H00

14H00 – 16H00

(b) Direct Bank Deposit/Electronic Transfers:

UNAM STUDENT DEPOSIT ACCOUNT

First National Windhoek

Account number: **62246793451**

Branch code: 281872

Swift Code: FIRNNANX

Reference: Your Student number

Email Proof of Payment : bankandcash@unam.na

Requirements:

- Payments per cheque made during Registration and examination period, should be done seven (7) Days in advance for clearance, to be admitted for registration or examination.
- Bank deposits and transfers can only be verified during normal working hours.

(c) By mail

All payments by mail must be directed to:

The Bursar

University of Namibia

Private Bag 13301

WINDHOEK

No cash should be sent via post.

2. ENQUIRIES STUDENT ACCOUNTS

Financial statements can be viewed on Student Portal.

Email your enquiry to studfin@unam.na

Your enquiry will be attended to and feedback will be provided via email

Student Debtors Office

Telephone Number: +264-61-206-3370/3191

Fax Number: +264-61- 206-3121

OFFICE HOURS: ENQUIRIES

Mondays to Fridays (**Closed on Thursdays**)

For Enquiries

08:00 - 13:00

14:00 - 16:00

STUDENT FEES

3. PAYMENT OF PRECRIBED FEE

3.1 The minimum deposits payable at registration are as follows:

MINIMUM DEPOSITS PAYABLE AT ACADEMIC REGISTRATION FOR 2016

DESCRIPTION	NAMIBIAN STUDENTS	SADC STUDENTS	NON SADC STUDENTS
	N\$	N\$	N\$
Registration fees	1 550.00	1 550.00	1 550.00
Tuition fees (Deposit)	4 450.00	4 450.00	10 450.00
International Student levy	0	800.00	800.00
Total minimum Deposit Payable : Non Hostel Students	6 000.00	6 800.00	12 800.00

MINIMUM DEPOSITS PAYABLE AT HOSTEL REGISTRATION 2016

NAME OF CAMPUS	NAMIBIAN STUDENTS	SADC STUDENTS	NON SADC STUDENTS
Main/Neudam/Ogongo/Eduardo Dos Santos/SANUMARC (Breakfast Included)	N\$9 930.00	N\$9 930.00	N\$16 430.00
Hifikepunye Pohamba/Khomasdal/Katima/Rundu/Southern (Breakfast included)	N\$5 750.00	N\$5 750.00	N\$8 070.00
Medical School (Breakfast Excluded)	N\$11 440.00	N\$11 440.00	N\$22 880.00

NOTES

- Breakage deposit fees of N\$640 is payable before or on day of Registration.
- Accommodation is payable upfront / in advance in the beginning of each semester.
- All students MUST settle their prior year debts before or at registration.
- Sponsored students must provide written confirmation of their sponsorship upon registration.
- Registration fees is payable, on the day of Registration.

3.2 MODES OF PAYMENT ON REMAINING BALANCE:

- 1) A debit order system (applicable for Namibian students only) consisting of the compulsory first installment of **N\$ 4000.00** payable by Registration and 8 monthly installments from **February-September 2016** on the remaining.
- 2) A compulsory deposit payable at Registration, as indicated above and eight further installments from **February-September 2016**, applicable on Non-Bursary students.

3.3 ESTIMATED TUITION FEES:

Course fees and additional course/practical fee, will be charged per course/subject against each student account. Qualifications with practical components may differ due to extra load on practicals. Non SADC students will be charged double the Namibian rate, excluding Cost Recovery courses.

Please note that years subsequent to any current year, are subject to any changes in fees as may be determined by Council.

3.3.1 UNDERGRADUATE

Qualification Type	Year 1	Year 2	Year 3	Year 4
Certificates (Normal)	N\$ 10 140	-	-	-
Certificates (Cost Recovery)	N\$ 12 000	-	-	-
Diplomas (Normal)	N\$ 15 220	N\$ 16 000	N\$ 16 810	-
Diplomas (Cost Recovery)				
• Government Studies	N\$ 13 000	N\$ 13 000	-	-
PG Diplomas (Cost Recovery)	N\$ 20 000	N\$ 20 000	-	-
Degrees (Normal)				
Qualifications with practical components may differ due to extra load on practical's	N\$ 17 260	N\$18 150	N\$ 25 620	N\$ 20 020
Degrees (B Science)	N\$ 25 910	N\$ 28 550	N\$ 31 190	N\$ 33 810

3.3.2 Post Graduate Studies

3.3.2.1 Tuition Fees: Post graduate (Masters and Doctorate Degrees) Non SADC Countries will be charged double the Namibian rate, excluding Cost Recovery courses.

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Minimum deposit of 50% on tuition fees should be paid at Registration.

Qualification Type	Year 1	Year 2	Year 3	Year 4
Masters (Normal) • Course work • Thesis	N\$21 440 N\$ 16 080	N\$21 440 N\$ 16 080	N\$21 440	
Masters (Cost Recovery) MSC(Accounting & Finance)	N\$ 30 000	N\$ 30 000		
Doctorate (PHD) (Normal) • Course work • Thesis	N\$ 21 440 N\$ 16 080	N\$ 21 440 N\$ 16 080	N\$ 21 440 N\$ 16 080	

Information for Post graduate studies/cost recovery programs not listed above should be obtained from the various Faculty/Dean.

Please note that years subsequent to any current year, are subject to any changes in fees as may be determined by Council.

3.4 HOSTEL FEES

Campus Accommodation Fees per year

NAME OF CAMPUS	YEAR NAMIBIAN SADC N\$	YEAR NON SADC N\$	SEMESTER NAMIBIAN SADC N\$	SEMESTER NON SADC N\$
Main/Neudam/Ogongo/Eduardo Dos Santos/SANUMARC (Breakfast Included)	19 860.00	32 260.00	9 930.00	16 430.00
Hifikepunye Pohamba/Khomasdal/Katima/Rundu/Southern (Breakfast included)	11 500.00	16 140.00	5 750.00	8 070.00
Medical School (Breakfast Excluded)	22 880.00	45 760.00	11 440.00	22 880.00

- Hostel fees are based on 290 days per year (excluding July/December recess)

Meals (Lunch and Dinner optional)

Per Year N\$ 19 110
Per Semester N\$ 9 560

NB:

- Bursary holders may be levied 100% of the total meal fees, only if written confirmation has been received.
- Non bursary students, who need to make use of meals on Campus, should pay cash in advance, directly on their meal accounts
- Meal fees will be processed on presentation of proof of a bursary, or presenting an official receipt as proof of payment.
- Meal fees for full-time bursary holders **N\$ 70.00** per day (lunch and dinner)
- Meal fees are based on **273** days per year
- Inter account transfers are not permitted unless a **WRITTEN REQUEST** is received to transfer fees. No fees will be transferred from the fee OR any other account unless that account has a credit balance. Inter account transfers for meals and books are only allowed **once per year**.

3.5 BREAKAGE DEPOSIT

- Breakage fee of N\$ 640, 00 is payable on day of Hostel Registration.
- The breakage fee must be paid in cash and does not form part of the bursary.
- Such fee does also not form part of the hostel fees. **N\$ 540, 00** is refundable on completion of the student's studies when he/she leaves the hostel permanently and **N\$100, 00** is non-refundable (Housing Committee Contribution).

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4. OTHER FEES PAYABLE

4.1 MISCELLANEOUS FEES

DESCRIPTION	AMOUNT N\$
Registration fees	1 550.00
Late registration fee ((Payment in addition to registration fee)	500.00
Exemption/Recognition fees: Year course	130.00
Exemption/Recognition fees: Semester course:	90.00
International Student levy (SADC&NSADC students)	800.00
Promotional Examination fees	350.00
Administration fees/Service fees (Per inter account transfer and or refund)	15.00
Application fees (Namibian Students)	100.00
Late application fees (Namibian Students)	200.00
Application fees (International students)	200.00
Late application fees (International Students)	300.00
To replace a certificate	200.00
Transcript of academic record (per script)	80.00
Re-marking of examination paper (per paper)	100.00
Lost Student/Meal card (Not Refundable)	30.00
Proof of Registration:	40.00
Reprint of time table (Per scrip)	30.00
Reprint of results (Per scrip)	70.00
Unpaid Cheque/RD Cheques (Per cheque)	150.00

5. FEES PAYABLE

5.1 DUE DATES

Application Fees:	Payable on application until 31 August 2015
Late Application Fees:	Payable on application after 30 September 2015
Registration Fees:	Payable at normal registration
Late Registration Fees:	Payable during late registration
Hostel Breakage Deposit:	Payable on or before 11 January 2016
Outstanding tuition fees:	Payable on or before 30 September 2016

5.2 DEFAULT OF PAYMENTS

Should a student, his/her parents, sponsor or any other organization who may have accepted responsibility for payments of fees, fail to pay by the due dates as prescribed in this regulations, the Council may

- Exclude such student from a hostel;
- Exclude such student from lectures;
- Exclude such student from both hostel and lectures;
- Refuse admission to examinations to such student;
- Levy interest at the current overdraft interest rate against outstanding accounts after due dates;
- Withhold results, degrees and diplomas;
- Refuse admission for registration to such student in any following/new academic year

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Notes:

- Any further outstanding balances, relevant to a prior year(s) of study, MUST first be settled before any student will be allowed to re-register, receive results, graduate attend / sit for any examination(s) in any following year.
- (Prior year outstanding tuition fees after 31 July 2015 will be handed over for collection, at the cost of the debtor.)
- Final year students required to register for any additional module for graduation purpose, should settle their **accounts in full on day of registration.**

6. CANCELLATIONS DATES

6.1 Cancellation Credits for Tuition fees (All Offering types)

6.1.1 Year Courses

- (a) Cancellation of course(s) on or before **04 March 2016 - 100% credit**
- (b) Cancellation of course(s) on or before **03 June 2016 - 50% credit**
- (c) Cancellation of course(s) after **03 June 2016 - no credit**

6.1.2 First Semester Modular Courses

- (a) Cancellation of course(s) on or before **04 March 2016 - 100% credit**
- (b) Cancellation of course(s) on or before **15 April 2016 - 50% credit**
- (c) Cancellation of course(s) after **15 April 2016 - no credit**

6.1.3 Second Semester Modular Courses

- (a) Cancellation of course(s) on or before **05 August 2016 -100% credit**
- (b) Cancellation of course(s) on or before **24 August 2016 - 50% credit**
- (c) Cancellation of course(s) after **24 August 2016 - no credit**

6.2 Cancellation Credits for Hostel fees:

6.2.1 Hostel Cancellation per year

- (a) Cancellation of Hostel in less than two weeks: **N\$120 per day**
- (b) Cancellation of Hostel on or before **31 March 2016 - 75% Credit**
- (c) Cancellation of Hostel on or before **30 June 2016 – 50% credit**
- (d) Cancellation of Hostel on or before **31 August 2016 – 25% credit**
- (e) Cancellation of course(s) after **31 August 2016 - no credit**

6.2.1 Hostel Cancellation for semester 2 (Starts 11 July 2016)

- (a) Cancellation of Hostel on or before **31 August 2016 – 50% credit**
- (b) Cancellation of course(s) after **31 August 2016 - no credit**

No discount will be granted for late admission in the hostel.

Students failing to cancel courses and/or residence remain responsible for the full fees for the Academic year

7. BURSARY STUDENTS

On registration, bursary holders must provide written proof of bursaries awarded.

NB: Breakage deposit fee of N\$ 640 must be paid in cash and does not form part of the bursary.

- No confirmation letters by Sponsors during the examination period will be accepted for examination admission

8. REFUNDS

8.1 Refund upon discontinuance of studies or courses

- The application fee, registration fees, international student levy and late registration fees, are **non-refundable**.
- No refund of breakage fee will be made in case where student owes the University.
- Refunds for short courses can only be done on approval of Head of Departments.
- No refunds will be processed during the registration period and until **30 April 2016**.
- No refunds of credit balances accrued from bursaries, etc. being in excess of fees (tuition & accommodation) and cost of books will be made without the written consent of the donor.
- Credit Balances will only be refunded when the student leaves the University during an academic year or at the end of an academic year.
- The date and manner of refunding of all fees shall be determined in accordance with the normal rules and regulations as stipulated in this prospectus.

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9. DISCOUNTS AND REBATES

9.1. Discounts:

A discount of 10% on tuition fees only, will be applicable for non-bursary students, if the full amounts due to UNAM all Accounts -**Tuition AND Accommodation**) are paid on the day, or during registration. Students should apply in writing on or before **30 June 2016**. Discounts will be processed after this date, and will reflect on the individual student accounts. Students who need to claim the discount should apply for a refund.

9.2 Tuition waiving to Staff Members and their dependents

Staff members and their dependents shall pay the following:

Registration fee - N\$ 1550, 00
Late Registration Penalty (where applicable) – N\$ 500, 00
International student levy (Foreign students only) – N\$ 800, 00
Exemption / recognition fees (where applicable)
Cost Recovery/Practical fees (where applicable)

Staff members of the University of Namibia and Polytechnic of Namibia, who wish to apply for staff rebate, should apply prior Registration **each year**, through their Human Resource Department. Only **approved staff waiving forms** will be accepted at registration, and the relevant staff member or dependent will qualify for reduction of the tuition fees charged on their student accounts. The student accounts will be rectified afterwards, and the balance payable should be paid by the various staff members/Dependents.

No reduction or waiving will be allowed if the relevant person has a bursary and/or when courses are repeated or re-examined.

9.3 Rebates to Members of Hostel Committees

A rebate as determined by Finance Committee will be granted to the HC Chairperson and HC members for the period served in that capacity. Rebates will only be refunded in cash if the fee account is paid in full.

9.4 Rebates to Student Representative Council

A rebate as determined by Finance Committee for SRC members and SRC Chairperson will be granted on the following conditions:

1. The rebate will be paid pro-rata for the period served as SRC member or chairperson.
2. Rebates will be calculated on tuition fees only, excluding hostel fees or any other debits.
3. Rebates will be calculated and paid at the end of the year.
4. Rebates will only be refunded, only if the fee account is paid in full.

9.5 Family rebates

When a second or further child from a family (from the same parent) enrolls for full-time study at the University (not necessarily at the same time), corporate tuition fees (excluding hostel fees, meal fees or any other fees) will be charged as follows:

- 2nd child - 10% remittance for the normal duration of study,
3rd child and later children - 20% remittance for the normal duration of the study.
- Parents or students who wish to avail themselves of this concession must please note that applications must be forwarded in writing to the Bursar by not **later than 30 June** and satisfactory proof must be produced.
- Applicants must provide a full birth certificate as prove that at least one parent is the same or documentary proof that they are legally adopted.
- This concession is not available to students who were granted bursaries/scholarships and/or who repeat a course.
- Part-time, self-supporting and married students do not qualify for this rebate.

10. GENERAL STIPULATIONS REGARDING STUDENT FEES

- 10.1 Students **MUST** register for all their subjects in the beginning of the year.
Only subjects, which require a pre-requisite, may be added / registered for at the beginning of the second semester.

All other subjects which are not registered in the beginning of the year may not be attended **AND** no examination results for such subjects will be recognized.

- 10.2 Council reserves the right to amend, without prior notice, all fees payable to the University.
Tuition fees shall differ from course to course, depending on the nature and different requirements for each course.

- 10.3 Should Council temporarily or permanently suspend any student's rights or privileges, or permanently refuse admission to any student, the student concerned shall forfeit all claims to refunds, reduction or remission of fees paid or payable to the University of Namibia.

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- 10.4 Fees are payable whether a student has received his/her account or not. It is the responsibility of each and every student debtor to scrutinize / verify his/her account(s) on a regular basis at least once every month. All student account queries should be forwarded to the Debtors Office without delay. Students and parents should under no circumstances make deposit to the University, money intended for their personal or other use.

Final year students required to register for any additional module for graduation purpose, should settle their Accounts in full on day of registration.

- 10.5 A student's account, at the listed registration date, will be levied with registration fees, tuition fees, exemption fees, accommodation fees, meal/book fees transfers on request or any other fees may require.



