



Student Fees

Prospectus 2015



UNAM
UNIVERSITY OF NAMIBIA

PROSPECTUS 2015

STUDENT FEES



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STUDENT FEES PROSPECTUS 2015

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, and reserves the right to amend any regulation or other stipulation without prior notice.

The information in this Prospectus is correct up to 30 November 2014

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1. STUDENT FEES: ENQUIRIES AND PAYMENTS

1.1. PAYMENTS MAY BE MADE AS FOLLOWS:

(a) Personally

The Cashiers of the relevant Campuses

(b) By mail

All payments by mail must be directed to:

The Bursar
University of Namibia
Private Bag 13301
WINDHOEK

(c) Direct Bank Deposit

Bank Details:

UNAM STUDENT DEPOSIT ACCOUNT

First National Bank Windhoek
Account number: **62246793451**
Branch code: 281872
Swift Code: FIRNNANX

1.2 ENQUIRIES MUST BE DIRECTED TO:

Student Debtors Office
Telephone 206-3191/3370
Fax number 206-3121
Email sshiyuka@unam.na or uuamunika@unam.na

1.3 OFFICE HOURS: ENQUIRIES AND PAYMENTS

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

For Enquiries

08:00 - 13:00
14:00 - 16:00

For Payments

08:00 - 13:00
14:00 - 16:00

1.4 PAYMENT REQUIREMENTS

- **Only Bank Guaranteed Cheques** issued to the University will be accepted.
- Students and parents must make sure that the purpose of the payment (the name of the student and number) is clearly stated.
- Postdated cheques will not be accepted and will be returned to the drawer.
- No cash should be sent by post.
- No payments should be made to any member of staff other than the Cashier.
- 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.
- Payments can be deposited in the University's bank account, **UNAM Student Deposit Account, First National Bank, Windhoek Branch, Account 62246793451, Branch code 281872, Swift Code FIRNNANX**. A copy of the Bank transfer or deposit slip with full name of the student and number should be mailed or faxed directly to the Accountant Bank and Cash, University of Namibia(fax +264-61-2063704/email sgreen@unam.na

- Payments can be made at UNAM Centre or any University campus.
- Only official original receipts will serve as proof that payments has been made to the University of Namibia.
- Students MUST ensure that any payment made, is credited to the correct debtors account and subsection thereof.
- **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.**
- 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.
- Cash payments during the examination period can only be done and verified during normal working hours.
- Bank deposits and transfers can only be verified during normal working hours.
- No confirmation letters by Sponsors during the examination period will be accepted for examination admission.
- All fees, including registration, tuition, and international student levy (Non-Namibians) and hostel, are payable in cash, bank guaranteed cheque, on or before the day of registration.
- Sponsored students must provide written confirmation of their sponsorship upon registration.

NB. Please make sure that full details accompany all payments. This will ensure that payments will be directed to correct accounts, avoiding queries at later stages.

2. GENERAL STIPULATIONS REGARDING STUDENT FEES

2.1 GENERAL

- 2.1.1 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.
- 2.1.2 Council reserves the right to amend, without prior notice, all fees payable to the University.
- 2.1.3 Tuition fees shall differ from course to course, depending on the nature and different requirements for each course.
- 2.1.4 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.
- 2.1.5 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.
- 2.1.6 **All students should pay the registration fee of N\$1 550.00,** as well as the accommodation deposit of **N\$9 470.00** where applicable, on the day of registration.

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

2.2 PAYMENT OF PRESCRIBED FEES

- 2.2.1 Payment of fees:
- | | |
|--------------------------|---|
| Application Fees: | Payable on application until 31 August |
| Late Application Fees | Payable on application after 30 September |
| Registration Fees: | Payable at normal registration |
| Late Registration Fees: | Payable during late registration |
| Hostel Breakage Deposit: | Payable on or before 11 January |

2.2.1.1 A student's account, at the listed registration date, will be levied with the following:

| | |
|--|---------|
| Registration fee | N\$ 425 |
| Student Union Contribution (per registration) | N\$ 75 |
| Insurance Levy | N\$ 75 |
| Lab & Facilities Fee | N\$ 175 |
| Technology fee | N\$ 300 |
| International Student Levy (Foreign Students only) | N\$ 800 |

| | |
|---|------------|
| Student remote connectivity fee | N\$ 500 |
| Hostel fee (where applicable) Inclusive breakfast | |
| Namibian/SADC students | N\$ 18 940 |
| Non-SADC Countries | N\$ 31 020 |
| Meal fees (Full bursaries /loans only) excluding breakfast | N\$ 19 110 |

- Meal fees are based on 273 days per year.
- Meal fees will only be levied on accounts of those students who stay in hostels and have full bursaries / loans.

2.2.1.2 The minimum deposits payable at registration are as follows:

UNDERGRADUATE STUDENTS (FULL TIME/PART TIME /DISTANCE) MINIMUM DEPOSITS PAYABLE AT REGISTRATION

| | Namibian Students | SADC Students | Non-SADC Students |
|---|--------------------------|----------------------|--------------------------|
| <i>Registration Fee (annual fee)</i> | 1 550.00 | 1 550.00 | 1 550.00 |
| <i>Tuition Fees (approximately 50% of annual fee)</i> | 3 450.00 | 3 450.00 | 9 250.00 |
| <i>Hostel Fees(including breakfast, 1 st semester)</i> | 9 470.00 | 9 470.00 | 15 510.00 |
| <i>International Student Levy (for the whole year)</i> | 0 | 800.00 | 800.00 |
| <i>Breakage deposit (Hostel students)</i> | 640.00 | 640.00 | 640.00 |
| Total Minimum Deposit Payable: Non-Hostel students | 5 000.00 | 5 800.00 | 11 600.00 |
| Total Minimum Deposit Payable: Hostel Students | 15 110.00 | 15 190.00 | 27 750.00 |

NOTES

- **Accommodation is payable upfront / in advance – Not included under halve bursaries /-loans.**
- **All students MUST settle their prior year debts before or at registration**
- **All students should pay the registration fee of N\$1 550.00 on the day of registration.**

POST GRADUATE/COST RECOVERY PROGRAMS:

Each student registering for postgraduate studies will have to pay a deposit of at least 50% of the fees as listed under 3.4.2.

Explanation of fees payable:

- The deposit on tuition fees was based on approximately 50% of the average of a full academic year. If less than a full academic year is taken (e.g. 2 or 3 courses), an amount of 50% of the actual tuition for the year is payable as deposit.
- Tuition fees for Non-Namibian students (SADC Countries) are the equivalent of the Namibian Tariff
- At least a 25% monthly installment is payable for the following months, on Or before: 01 March, 01 April, 01 May, and final on 30 June 2015 All outstanding tuition fees must be settled by 01 July 2015.**
(Prior year outstanding tuition fees after 31 July 2015 will be handed over for collection, at the cost of the debtor.)
- Boarding fees is payable upfront at the beginning of each semester.**
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, attend graduation / sit for any examination(s) in any following year.

2.2.2 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

2.3 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 refund of breakage fee will be made in case where student owes the University.

2.4 REFUNDS

2.4.1 Refund upon discontinuance of studies or courses

The application fee, registration fee, student union contribution, insurance levy, Lab & Facilities Fee, Technology fee and international student levy are **non-refundable**.

2.4.1.1 Full-time/ Part-time and or Distance teaching (CES) courses

2.4.1.1.1 Year Courses

- (a) Cancellation of course(s) on or before **06 March 2015 - 100% credit**
- (b) Cancellation of course(s) on or before **05 June 2015 - 50% credit**
- (c) Cancellation of course(s) after **05 June 2015 - no credit**

2.4.1.1.2 First Semester Modular Courses

- (a) Cancellation of course(s) on or before **06 March 2015 - 100% credit**
- (b) Cancellation of course(s) on or before **17 April 2015 - 50% credit**
- (c) Cancellation of course(s) after **17 April 2015 - no credit**

2.4.1.1.3 Second Semester Modular Courses

- (a) Cancellation of course(s) on or before **07 August 2015 -100% credit**
- (b) Cancellation of course(s) on or before **28 August 2015 - 50% credit**
- (c) Cancellation of course(s) after **28 August 2015 - no credit**

2.4.1.1.4 Hostel Cancellation First Semester

- (a) Cancellation of Hostel in less than two weeks : **N\$120 per day**
- (b) Cancellation of Hostel on or before **31 March 2015 - 50% Credit**
- (c) Cancellation of Hostel as from **01 April 2015 – no credit**

2.4.1.1.5 Hostel Cancellation Second Semester

- (a) Cancellation of Hostel in less two weeks : **N\$120 per day**
- (b) Cancellation of Hostel on or before **31 August 2015 – 50% credit**
- (c) Cancellation of Hostel as from **01 September 2015 – No credit**

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

2.4.1.2 Short Courses

Refunds can only be done on approval of Head of Departments.

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.

2.4.1.3 General

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

2.4.2 Administration

- Credits in Students' fee accounts will be refunded at date and manner which will be determined by the Bursar, usually at the end of the academic year.
- Inter account transfers are not permitted unless a **WRITTEN REQUEST** is received to transfer fees **FROM / TO THE FEE ACCOUNT**. No fees will be transferred from the fee OR any other account unless that account is in credit. Inter account transfers for meals and books are only allowed once per term – **A service fee of N\$15-00 will be charged for each and every Inter account transfer or refund application.**
- No refunds will be processed during the registration period and until **30 April 2015**.
- Students and parents should under no circumstances make deposit to the University, money intended for their personal or other use.
- 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.

2.5 REDUCTION

2.5.1 Tuition waiving to Staff Members and their dependents

Staff members and their dependents shall pay the following:

Registration fee - N\$ 425, 00;
Late Registration Penalty (where applicable) – N\$ 500, 00;
Student Union Contribution - N\$ 75, 00;
Insurance Levy – N\$ 75, 00;
Lab and Facilities Fee - N\$175-00;
Technology fee – N\$ 300;
Student remote connectivity fee – N\$ 500;
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.

2.5.2 Rebate 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.

2.5.3 Rebate 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 each semester.
4. Rebates will only be refunded in cash, only if the fee account is paid in full.

2.5.4 Discount (Note that all accounts should be paid in full on the day of registration, and students should apply in writing on or before 30 June 2015. 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. Discounts not applied for in this manner, will be forfeited.

- 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 of registration.

2.5.5 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.

3. OTHER FEES PAYABLE

3.1 HOSTEL DEPOSIT

- (a) Applications for admission to the hostel must be accompanied by a breakage fee of **N\$ 640, 00**
- (b) The breakage fee must be paid in cash and does not form part of the bursary.
- (c) 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).
- (d) Non-final year students who request for refunding of the breakage deposit will be penalized with a 10% administration fee. Refunding of breakage deposit will mean automatic cancellation of hostel accommodation.

3.1.1 In the following circumstances the deposit shall be forfeited in full or in part:

- (a) If a student fails to pay the full hostel fees before the due date (in such case, a student must again pay a full hostel deposit before re-admission will be granted).
- (b) Applications which are cancelled after a place has been allocated. (Prospective students who failed their school examination, will only be refunded 90% of the deposit)
- (c) If a student still owes the University of Namibia any monies for breakages or other damages caused to University property when he/she leaves the hostel (the relevant amount will be deducted from the deposit).

3.2 HOSTEL FEES

Campus Accommodation (Including breakfast)

Meals (Lunch and Dinner optional)

| | | | |
|---------------------------|--------------|------------|------------|
| Namibian Students: | Per Year | N\$ 18 940 | N\$ 19 110 |
| | Per Semester | N\$ 9 470 | N\$ 9 560 |

SADC Countries:

| | | |
|--------------|------------|------------|
| Per Year | N\$ 18 940 | N\$ 19 110 |
| Per Semester | N\$ 9 470 | N\$ 9 560 |

Non SADC-Countries:

| | | |
|--------------|------------|------------|
| Per Year | N\$ 31 020 | N\$ 19 110 |
| Per Semester | N\$ 15 510 | N\$ 9 560 |

| | | |
|---------------------------------|--------------|----------------------------------|
| Medical School Students: | Per year | N\$ 21 280 (Excluding breakfast) |
| | Per Semester | N\$ 10 640 (Excluding breakfast) |

NB:

- (a) Bursary holders may be levied 100% of the total meal fees, only if written confirmation has been received.
- (b) Non bursary students, who need to make use of meals on Campus, should pay cash in advance, before the amount can be transferred to their meal accounts.
- (c) Meal fees will be processed on presentation of proof of a bursary, or presenting an official receipt as proof of payment.
- (d) Meal fees for full-time bursary holders N\$ 70.00 per day (lunch and dinner)

3.3 MISCELLANEOUS FEES

3.3.1 Registration fee **N\$ 1 550, 00**

3.3.2 Late registration fee **N\$ 500, 00** (Payment in addition to registration fee)

3.3.3 Exemption/Recognition fees: Year course : **N\$ 130,00**
Semester course: **N\$ 90, 00**

3.3.4 Application fees **N\$100,00** (Namibian Students)
Late application fees **N\$ 200, 00**(Namibian students)

3.3.5 Application fees **N\$200,00** (International Students)
Late application fees **N\$ 300,00** (International students)

- 3.3.6** To replace a certificate **N\$200, 00 per script**
- 3.3.7** Transcript of academic record **N\$ 80, 00 per script**
- 3.3.8** Re-mark:
Application to have examination paper re-marked **N\$ 100, 00 per paper**
- 3.3.9** Student / Meal Cards **N\$ 30, 00**
To be paid to replace a lost Student / Meal Card. (No refund if lost Student/Meal Card is found.)
- 3.2.10** Proof of Registration: **N\$ 40, 00 per script**
- 3.2.11** Reprint of time table: **N\$ 30, 00 per script**
- 3.2.12** Reprint of results: **N\$ 70, 00 per script**
- 3.2.13** Unpaid cheque / RD cheques **N\$150, 00 per cheque**
- 3.3.14 Payment to Housing Committee (applicable to Hostel students)**

Each boarder MUST pay **N\$ 100, 00** (nonrefundable) which is included in the breakage deposit of **N\$ 640, 00**.

3.4 TUITION FEES

3.4.1 Undergraduate studies

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 practical's. Non SADC students will be charged double the Namibian rate, excluding Cost Recovery courses.

Approximate tuition fees per qualification

| Qualification Type | Year 1 | Year 2 | Year 3 | Year 4 |
|---|------------|------------|------------|------------|
| Certificates (Normal) | N\$ 9 430 | | | |
| Certificates (Cost Recovery) | N\$ 12 000 | | | |
| Diplomas (Normal) | N\$ 14 160 | N\$ 14 880 | N\$ 15 640 | |
| <u>Diplomas (Cost Recovery)</u> | | | | |
| • Government Studies | N\$ 13 000 | N\$ 13 000 | | |
| <u>PG Diplomas (Cost Recovery)</u> | | | | |
| • Internal Auditing | N\$ 20 000 | N\$ 20 000 | | |
| Degrees (Normal) | N\$ 16 060 | N\$16 880 | N\$ 23 830 | N\$ 18 620 |
| • Qualifications with practical components may differ due to extra load on practical's | | | | |
| Degrees (B Science) | N\$ 24 100 | N\$26 560 | N\$ 29 010 | N\$ 31 460 |

3.4.2 Post Graduate Studies

Registration fee (payable at registration) - N\$ 1 550, 00

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

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

| Qualification Type | Year 1 | Year 2 | Year 3 | Year 4 |
|--|------------|------------|------------|--------|
| <u>Masters (Normal)</u> | | | | |
| • Course work | N\$19 940 | N\$19 940 | N\$19 940 | |
| • Thesis | N\$ 14 960 | N\$ 14 960 | | |
| <u>Masters (Cost Recovery)</u> | | | | |
| • MSC(Accounting &Finance) | N\$ 30 000 | N\$ 30 000 | | |
| <u>Doctorate (PHD) (Normal)</u> | | | | |
| • Course work | N\$ 19 940 | N\$ 19 940 | N\$ 19 940 | |
| • Thesis | N\$ 14 960 | N\$ 14 960 | N\$ 14 960 | |

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

Masters :(Excluding Cost Recovery Courses)

- The cost per credit is N\$166.17 for coursework subjects, depending on the total credits per subject an equivalent of **N\$19 940**
- Cost of Thesis to be determined by Dean of Faculty depending on duration.
- Masters programmers by thesis cost per credit is N\$124.67 an equivalent of **N\$14 960**

Doctorate:

- PhD programs, cost per credit is N\$166.17, depending on the total credits per subject an equivalent of **N\$19 940.00** per year over three years.
- Subject fees for Non-SADC countries are an equivalent rate of Namibian subject fees.

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

