

# PROSPECTUS 2017

## STUDENT FEES



**THE UNIVERSITY OF NAMIBIA**

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# **STUDENT FEES PROSPECTUS 2017**

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The information in this Prospectus is correct as at 30 November 2016

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## STUDENT FEES

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## STUDENT FEES

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### 1. STUDENT FEES: PAYMENTS

#### 1.1. Payments may be made as follows

##### (a) Personally

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

##### Requirements:

- i. No payments should be made to any member of staff other than the Cashier.
- ii. Students must present their student cards to avoid incorrect student numbers.
- iii. Students and parents must indicate the type of payment, to ensure correct allocation.
- iv. Only Bank Guaranteed Cheques issued to the University will be accepted
- v. Postdated cheques will not be accepted.
- vi. No payments should be made without obtaining an official receipt from the cashier.
- vii. 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.
- viii. The University and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.
- ix. 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](mailto:bankandcash@unam.na)

##### Requirements:

- i. 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.
- ii. 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](mailto: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

**For Enquiries**

08:00 - 13:00

14:00 - 16:00

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### 3. PAYMENT OF FEES

#### 3.1 The minimum deposits payable at Academic registration for 2017 are as follows

##### Tuition Fees Deposit

DESCRIPTIONS	NAMIBIAN STUDENTS N\$	SADC STUDENTS N\$	NON-SADC STUDENTS N\$
Registration fees	1,650	1,650	1,650
Tuition fees (Deposit)	5,000	10,000	20,000
International Student levy	-	2,500	2,500
<b>Total minimum Deposit Payable : Non Hostel Students</b>	<b>6,650</b>	<b>14,150</b>	<b>24,150</b>

##### Hostel Fees Deposit

Main/Neudam/Ogongo/Eduardo Dos Santos/SANUMARC <b>(Breakfast included)</b>	10,770	10,770	17,820
Hifi kepunye Pohamba/Khomasdal/Katima/Rundu/Southern <b>(Breakfast included)</b>	6,540	6,540	9,360
Health Sciences <b>(Breakfast excluded)</b>	<b>14 810</b>	<b>14 810</b>	<b>29 610</b>

**Wear and tear fees of N\$800,00 (non-refundable) is payable before or on day of Registration.**

Hostel fees are payable upfront on the day of registration at the beginning of each semester.

#### Important notes:

- i. Non-sponsored students, who settle their tuition & accommodation fees for the whole year during Registration, will qualify for 10% discount calculated on actual tuition fees only.
- ii. In order to be exempted from paying the required deposit, bursary holders need to provide written proof of sponsorship / bursary from the Donor.
- iii. Students registering with an acknowledgement letter of Namibia Student Financial Assistant Fund (NSFAF) should pay the Registration fee of **N\$1,650 plus the required deposit for campus accommodation**. Kindly note that the acknowledgement letter is not a guarantee for a loan to be awarded.
- iv. Outstanding balances should be settled in full, **before registration**.
- v. Late registration fee of **N\$600** is payable by all students who register after normal registration.
- vi. A student number must be indicated as reference for all direct and electronic deposits.
- vii. Students, who make cheque payments into the University's bank account, will only be able to register 7 working days after payment.
- viii. Students, who make cash, bank guaranteed cheques, debit and credit card, payments at the different University cashiers, will be able to register immediately.
- ix. Students are encouraged to sort out their financial enquiries prior to the Registration
- x. Sponsored students must provide written confirmation of their sponsorship upon registration.
- xi. Registration fees is payable, on the day of Registration.

#### 3.2 Modes of payment on remaining balance

- i. Sign a debit order/settlement agreement at registration to pay off the outstanding balance by or on **30 June 2017** (only applicable for Namibian students).
- ii. A compulsory deposit payable at Registration, as indicated above and further installments from **February-30 June 2017**, 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.

## STUDENT FEES

### 3.3.1 Undergraduate

Qualification Type	Year 1	Year 2	Year 3	Year 4
Certificates (Normal)	N\$ 10 650	-	-	-
Certificates (Cost Recovery)	N\$ 12 600	-	-	-
Diplomas (Normal)	N\$ 15 980	N\$ 16 800	N\$ 16 990	-
Diplomas (Cost Recovery)				
• Government Studies	N\$ 13 650	N\$ 13 650	-	-
PG Diplomas (Cost Recovery)	N\$ 21 000	N\$ 21 000	-	-
Degrees (Normal)				
<b>Qualifications with practical components may differ due to extra load on practical's</b>	N\$ 18 120	N\$19 060	N\$ 26 900	N\$ 21 020
Degrees (B Science)	N\$ 27 210	N\$ 29 980	N\$ 32 750	N\$ 35 500

### 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.**

Qualification Type	Year 1	Year 2	Year 3	Year 4
<b>Masters (Normal)</b>				
• Course work	N\$22 510	N\$ 22 510	N\$22 510	
• Thesis	N\$ 16 880	N\$ 16 880		
<b>Masters (Cost Recovery)</b>				
MSC(Accounting & Finance)	N\$ 31 500	N\$ 31 500		
<b>Doctorate (PHD) (Normal)</b>				
• Course work	N\$ 22 510	N\$ 22 510	N\$ 22 510	
• Thesis	N\$ 16 880	N\$ 16 880	N\$ 16 880	

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

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 for hostel registered student only

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)	21 540.00	35 640.00	10 770.00	17 820.00
Hifikepunye Pohamba/Khomasdal/Katima/Rundu/Southern (Breakfast included)	13 080.00	18 720.00	6 540.00	9 360.00
Medical School (Breakfast Excluded)	29 610.00	59 220.00	13 370.00	26 730.00

- i. Hostel fees are based on 282 days per year excluding School of Medicine
- ii. Hostel fees for School of Medicine are based on 329 days per year
- iii. Hostel days exclude July and December recess days

#### Meals (Lunch and Dinner optional)

Per Year N\$ 22 560  
Per Semester N\$ 11 280

#### **NB:**

- i. Bursary holders may be levied 100% of the total meal fees, only if written confirmation has been received.
- ii. Non bursary students, who need to make use of meals on Campus, should pay cash in advance, directly on their meal accounts
- iii. Meal fees will be processed on presentation of proof of a bursary, or presenting an official receipt as proof of payment.

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- iv. The daily limit for meals (lunch & dinner) are **N\$ 80** per day
- v. Meal fees are based on **282** days per year
- vi. Inter account transfers are not allowed unless a **WRITTEN REQUEST** is received to transfer fees.
- vii. No fees will be transferred from the fee OR any other account unless that account has a credit balance.
- viii. Inter account transfers for meals and books are only allowed **once per year**.

### 3.5 Wear and Tear Fee

(a) A wear and tear fee of **N\$800, 00** is payable on day of Hostel Registration and is not refundable.

## 4. OTHER FEES PAYABLE

### 4.1 Miscellaneous Fees

DESCRIPTION	AMOUNT N\$
Registration fees	1 650.00
Late registration fee ((Payment in addition to registration fee)	600.00
Exemption/Recognition fees: Year course	300.00
Exemption/Recognition fees: Semester course:	300.00
International Student levy (SADC&NSADC students)	2 500.00
Promotional Examination fees	500.00
Administration fees/Service fees (Per inter account transfer and or refund)	20.00
Application fees (Namibian Students)	150.00
Late application fees (Namibian Students)	300.00
Application fees (International students)	300.00
Late application fees (International Students)	600.00
To replace a certificate	250.00
Transcript of academic record (per script)	100.00
Re-marking of examination paper (per paper)	300.00
Lost Student/Meal card (Not Refundable)	100.00
Proof of Registration:	50.00
Reprint of time table (Per scrip)	80.00
Reprint of results (Per scrip)	80.00
Medical fee per visit for registered students	15.00
Unpaid Cheque/RD Cheques (Per cheque)	500.00

## 5. FEES PAYABLE

### 5.1 Due Dates

Registration Fees:	Before or on day of normal registration
Late Registration Fees:	Before or on day of late registration
Hostel fees:	Before or on day of hostel registration
Outstanding tuition fees:	Before or on 30 June 2017

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### 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

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

#### Notes:

- i. Any 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/certificate or sit in for any examination(s)
- ii. Non-registered students with outstanding tuition fees will be handed over to the debt collector, at the cost of the debtor.

### 6. CANCELLATIONS DATES

#### 6.1 Cancellation Credits for Tuition fees (All Offering types)

##### 6.1.1 Year Courses

- i. Cancellation of course(s) on or before **03 March 2017 - 100% credit**
- ii. Cancellation of course(s) on or before **02 June 2017 - 50% credit**
- iii. Cancellation of course(s) after **02 June 2017 - no credit**

##### 6.1.2 First Semester Modular Courses

- i. Cancellation of course(s) on or before **03 March 2017 - 100% credit**
- ii. Cancellation of course(s) on or before **18 April 2017 - 50% credit**
- iii. Cancellation of course(s) after **18 April 2017 - no credit**

##### 6.1.3 Second Semester Modular Courses

- i. Cancellation of course(s) on or before **04 August 2017 -100% credit**
- ii. Cancellation of course(s) on or before **01 September 2017 - 50% credit**
- iii. Cancellation of course(s) after **01 September 2017 - no credit**

#### 6.2 Cancellation Credits for Hostel fees

##### 6.2.1 Hostel Cancellation per year

- i. Cancellation of Hostel on or before **31 March 2017 - 75% Credit**
- ii. Cancellation of Hostel on or before **30 June 2017 – 50% credit**
- iii. Cancellation of Hostel on or before **31 August 2017 – 25% credit**
- iv. Cancellation of course(s) after **31 August 2017 - no credit**

##### 6.2.1 Hostel Cancellation for semester 2 (Starts 17 July 2017)

- i. Cancellation of Hostel on or before **31 August 2017 – 50% credit**
- ii. Cancellation of course(s) after **31 August 2017 - no credit**

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

### 7. BURSARY STUDENTS

- i. No confirmation letters by Sponsors during the examination period will be accepted for examination admission
- ii. Written proof of bursaries awarded must be provided by sponsored students at registration.

### 8. REFUNDS

#### 8.1 Refund Upon Discontinuation of Studies or Courses

- i. The application/ registration / international student levy/ late registration/ wear and tear fees are **non-refundable**.
- ii. Refunds for short courses can only be done on approval of Head of Departments.
- iii. Application for refunds should be made online (Portal)
- iv. No refunds will be processed during the registration period.
- v. No refunds of credit balances will be considered without written consent of the donor/parent



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- vi. The date and manner of refunding of all fees shall be determined in accordance within the normal rules.

### 9. DISCOUNTS and REBATES

#### 9.1 Discounts

- i. A discount of 10% on tuition fees only, will be applicable for non-bursary students, if the account is settled before or at the end of registration.
- ii. Students should apply in writing on or before **30 June 2017**.
- iii. 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\$1,650-00  
Late Registration Penalty (where applicable) – N\$600-00  
International student levy (Foreign students only) – N\$2,500-00  
Exemption / recognition fees (where applicable)  
Cost Recovery/Practical fees (where applicable)

- i. Staff members of the University of Namibia and University of Science and Technology (NUST) who wish to apply for staff rebate, should apply prior Registration **each year**, through their Human Resource Department.
- ii. 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.
- iii. The student accounts will be rectified afterwards, and the balance payable should be paid by the various staff members/Dependents.
- iv. 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:

- i. The rebate will be paid pro-rata for the period served as SRC member or chairperson.
- ii. Rebates will be calculated on tuition fees only, excluding hostel fees or any other debits.
- iii. Rebates will be calculated and paid at the end of the year.
- iv. 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:

- i. 2nd child - 10% remittance for the normal duration of study,
- ii. 3rd child and later children - 20% remittance for the normal duration of the study.
- iii. 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 2017** and satisfactory proof must be produced.
- iv. 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.
- v. This concession is not available to students who were granted bursaries/scholarships and/or who repeat a course.
- vi. Part-time, self-supporting and married students do not qualify for this rebate.

### 10. GENERAL STIPULATIONS REGARDING STUDENT FEES

- i. Students **MUST** register for all their subjects in the beginning of the year.
- ii. Only subjects, which require a pre-requisite, may be added / registered for at the beginning of the second semester.
- iii. All other subjects which are not registered in the beginning of the year may not be attended **AND** no

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examination results for such subjects will be recognized.

- iv. 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.
- v. It is the responsibility of each student debtor to obtain financial statement and verify his/her account(s) on a regular basis.
- vi. All student account enquiries should be forwarded to the Debtors Office without delay.
- vii. Students and parents should under no circumstances deposit money intended for personal use into the University account.
- viii. Final year students required to register for promotional examination for graduation purpose, should settle their Accounts in full on day of registration.
- ix. Council reserves the right to amend, all fees payable to the University without prior notice.