

FEES PROSPECTUS 2009

STUDENT FEES 2009



THE UNIVERSITY OF NAMIBIA

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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 2008

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1. STUDENT FEES: ENQUIRIES AND PAYMENTS

1.1. PAYMENTS MAY BE MADE AS FOLLOWS:

(a) Personally

The Cashier
University of Namibia
Administration Building
Windhoek
Namibia

(b) By mail

All payments by mail must be directed to:

The Bursar
University of Namibia
Private Bag 13301
WINDHOEK

(c) Direct Bank Deposit

Unam
First National Bank Windhoek
Account number: 55500057621
Branch code: 281872
Swift Code: FIRNNANX

1.2 ENQUIRIES MUST BE DIRECTED TO:

Student Debtors Division
Telephone 206-3191
Fax number 206-3121
Email rmshilongo@unam.na tkinda@unam.na

1.3 OFFICE HOURS: ENQUIRIES AND PAYMENTS

Mondays to Fridays

For Enquiries

07:30 - 13:00
14:00 - 16:00

For Payments

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

1.4 PAYMENT REQUIREMENTS

- (a) **Only Bank Guaranteed Cheques** and Postal orders must be crossed and issued to The University of Namibia. Students and parents must make sure that the purpose of the payment (the name of the student and number) is clearly stated.
- (b) Post dated cheques will not be accepted and will be returned to the drawer.
- (c) No cash should be sent by post.
- (d) No payments should be made to any member of staff other than the Cashier.
- (e) No payments should be made without obtaining an official receipt from the cashier.
- (f) The University and its staff can not be held responsible for any losses if the above payment-requirements are not adhered to.
- (g) Payments can be deposited in the University's bank account, **First National Bank, Windhoek Branch, Account 55500057621, 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 Assistant Bursar, University of Namibia.
- (h) Payments can be made at Unam Centers. A copy of the deposit slip with full particulars of the student and number should be mailed or faxed directly to the Assistant Bursar, University of Namibia.
- (i) Only official original receipts will serve as proof that payments has been made to the University of Namibia.
- (j) Students MUST ensure that any payment made is credited to the correct debtors account and subsection thereof.
- (k) **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.**
- (l) Payments per cheque made during the examination period should be done seven (7) Days in advance for clearance, to be admitted for examination.

- (m) Cash payments during the examination period can only be done and verified during normal working hours.
- (n) Bank deposits and transfers can only be verified during normal working hours.
- (o) No confirmation letters by Sponsors during the examination period will be accepted for examination admission.
- (p) 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.
- (r) Sponsored students need to pay the registration fees, and 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 Section without delay.
- 2.1.6 **All students should pay the registration fee of N\$420.00**, as well as the accommodation deposit of **N\$5360, 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 30 September
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 13 January
- 2.2.1.1 **A student's account, at the listed registration date, will be levied with the following:**

Registration fee	N\$ 240
Student Union Contribution (per registration)	N\$ 70
Lab & Facilities Fee	N\$ 110

Hostel fee (where applicable) Inclusive breakfast	
Namibian/SADC students	N\$ 10 720
Non-SADC Countries	N\$ 17 660

- Meal fees (Full bursaries /loans only) **excluding breakfast** N\$ 10 400
- Meal fees are based on 270 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:

FULL-TIME STUDENTS: MINIMUM DEPOSITS PAYABLE AT REGISTRATION

	<i>Namibian Students</i>	<i>SADC Students</i>	<i>Non-SADC Students</i>
Registration Fee (annual fee)	420-00	420-00	420-00
Tuition Fees (approximately 50% of annual fee)	3 500-00	3 500-00	6 900-00
Hostel Fees(including breakfast, 1 st semester)	5 360.00	5 360.00	8 830-00
International Student Levy (for the whole year)	0	500-00	500-00
Minimum Deposit Payable: Non-Hostel Students	3 920.00	4 420-00	7 820-00
Minimum Deposit Payable: Hostel Students	9 280-00	9 780-00	16 650-00

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\$420.00 on the day of registration.**

DISTANCE EDUCATION: MINIMUM DEPOSITS PAYABLE AT REGISTRATION

	<i>Namibian Students</i>	<i>SADC Students</i>	<i>Non-SADC Students</i>
Registration Fee (annual fee)	420-00	420-00	420-00
Tuition Fees Degrees (approximately 50% of annual fee)	3 500-00	3 500-00	6 900-00
Tuition Fees Certificates/Dipl.(approximately 50% of annual fee)	2 500-00	2 500-00	5 000-00
International Student Levy (for the whole year)	0	500-00	500-00
Minimum Deposit Payable: Degree Courses	3 920-00	4 420-00	7 820-00
Minimum Deposit Payable: Certificate/Diploma Courses	2 920-00	3 420-00	5 920-00

POST GRADUATE:

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 01 June 2009**
All Tuition Fee outstanding balances must be settled by 01 June 2009, else interest will be charged {Ref. 2.2.2(v)}.
- Students with outstanding fees will not be allowed to sit for the year end examination (first & second opportunity)
(Prior year tuition Fees outstanding after 31 July 2009, 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, graduate attend / 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

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

2.3 BURSARY STUDENTS

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

(NB: Hostel deposit 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 and Lab & Facilities Fee 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 13 March 2009-100% credit
- (b) Cancellation of course(s) on or before 05 June 2009-50% credit
- (c) Cancellation of course(s) after 05 June 2009 – no credit

2.4.1.1.2 First Semester Modular Courses

- (a) Cancellation of course(s) on or before 13 March 2009 - 100% credit
- (b) Cancellation of course(s) on or before 17 April 2009 - 50% credit
- (c) Cancellation of course(s) after 17 April 2009 - no credit

2.4.1.1.3 Second Semester Modular Courses

- (a) Cancellation of course(s) on or before 07 August 2009- 100% credit
- (b) Cancellation of course(s) on or before 04 September 2009 - 50% credit
- (c) Cancellation of course(s) after 04 September 2009 - no credit

2.4.1.1.4 Hostel Cancellation First Semester

- (a) Cancellation of Hostel in less than two weeks : N\$90 per day
- (b) Cancellation of Hostel on or before 31 March 2009 - 50% Credit
- (c) Cancellation of Hostel as from 01 April 2009 – no credit

2.4.1.1.5 Hostel Cancellation Second Semester

- (a) Cancellation of Hostel in less two weeks : N\$90 per day
- (b) Cancellation of Hostel on or before 31 August 2009 – 50% credit
- (c) Cancellation of Hostel as from 01 September 2009 – No credit

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

2.4.1.2 Extra-Curricular Courses

No refund

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 cheque application / refund.**
- No refunds will be processed during the registration period and until 30 April 2007.
- Students and parents should under no circumstances 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, parent or guardian.
- 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 dependants

Staff members and their dependants shall pay the following:

Registration fee - **N\$ 240, 00;**
Student Union Contribution - **N\$70, 00;**
Lab and Facilities Fee - **N\$110-00;**
Late Registration Penalty (where applicable) – **N\$420, 00;**
Exemption / recognition fees (where applicable).
Cost Recovery/Practical fees (where applicable)

Staff members of the University 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 dependant 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/Dependants.

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 equal to 30% of hostel accommodation fees will be granted to the HC Chairperson and 20% of hostel accommodation fees to 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 of 40% to SRC members and 50% to 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 trimester.
4. Rebates will only be refunded in cash, 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 2009. 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 class 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 deposit of **N\$ 640, 00.**
- (b) The deposit must be paid in cash and does not form part of the bursary.
- (c) Such deposit does also not form part of the hostel fees. **N\$ 570, 00** is refundable on completion of the student's studies when he/she leaves the hostel permanently and **N\$70, 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 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).

(b) If a student does not claim the deposit within one year after leaving the hostel.

3.2 HOSTEL FEES

	<u>Campus Accommodation (Including breakfast)</u>	<u>Meals</u>
Namibian Students:		
Per Year	N\$10 720	N\$10 400
Per Semester	N\$ 5 360	N\$ 5 200
SADC Countries:		
Per Year	N\$10 720	N\$10 400
Per Semester	N\$ 5 360	N\$ 5 200
Non SADC-Countries:		
Per Year	N\$17 660	N\$10 400
Per Semester	N\$ 8 830	N\$ 5 200

- 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\$38.50** per day (lunch and supper)
 - (e) Meal and accommodation fees (for staff and casual students)

Meals: per meal (**As per quotation by Accommodation office**)

Accommodation: per day **N\$130, 00**

3.3 MISCELLANEOUS FEES

- 3.3.1 Registration fee **N\$ 420, 00**
- 3.3.2 Late registration fee **N\$ 420, 00** (Payment in addition to registration fee)
- 3.3.3 Exemption/Recognition fees: Year course : **N\$ 130, 00**
Semester course: **N\$ 90**
- 3.3.4 Application fees **N\$80,00** (Namibian Students)
Late application fees **N\$ 150, 00**(Namibian students)
- 3.3.5 Application fees **N\$150,00** (International Students)
Late application fees **N\$ 250, 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**
- 3.3.16 Departments / Faculties may charge additional (sundry) charges per subject as deemed necessary for day-to-day expenses on necessities
- 3.3.17 **Payment to Housing Committee (applicable to Hostel students)**
Each boarder **MUST** pay **N\$ 70, 00** (non refundable) 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 practicals. 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\$ 5000	-	-	-
Certificates (Cost Recovery)	N\$ 12000	-	-	-
Diplomas (Normal)	N\$ 7500	N\$ 7880	N\$ 8280	-
<u>Diplomas (Cost Recovery)</u>				
<ul style="list-style-type: none"> Specialized Dipl.in Dispute Resolution (new) Government Accounting 	N\$8840 N\$13000	- N\$13000	- -	- -
Advanced Diplomas (Normal)	N\$ 8000	-	-	-
<u>Advanced Diplomas (Cost Recovery)</u>				
<ul style="list-style-type: none"> Business Administration(new) Government Accounting 	N\$ 23000 N\$ 14500	- -	- -	- -
<u>Postgraduate Dipl. (Cost Recovery)</u>				
<ul style="list-style-type: none"> Internal Auditing Business Administration 	N\$ 15000 N\$ 23000	- -	- -	- -
Degrees (Normal)	N\$ 8500	N\$8930	N\$9380	N\$9850
<ul style="list-style-type: none"> Qualifications with practical components may differ due to extra load on practicals. 				

3.4.2 Post Graduate Studies

Registration fee (payable at registration) - N\$ 420, 00

3.4.2.1 Approximate Tuition Fees: Post graduate (Masters and Doctorate Degrees)

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\$10 560	N\$10 560	N\$10 560	-
• Thesis	N\$7 920	N\$7 920	-	-
<u>Masters (Cost Recovery)</u>				
• MSC (Economics)	N\$15 900	N\$15 900	-	-
• MSC (Accounting & Finance)	N\$30 000	N\$30 000	-	-
• MA(Sec&Strat.Stud) M ASSS	N\$30 000	N\$30 000	-	-
• MSC(Rangeland Resource)	N\$17 500	N\$17 500	-	-
<u>Doctorate (PHD) (Normal)</u>				
• Course work	N\$ 10560	N\$ 10560	N\$ 10560	-
• Thesis	N\$ 7920	N\$ 7920	-	-

Information for Post graduate studies not listed above should be obtained by the various Faculty/Dean.

Masters :(Excluding Cost Recovery Courses)

- The cost per credit is N\$88 for coursework subjects, depending on the total credits per subject an equivalent of N\$10 560
- Cost of Thesis to be determined by Dean of Faculty depending on duration.
- Guideline amount of N\$40 per credit for 1st year of Thesis and N\$20 per credit for every subsequent year.
- Masters programmers by thesis cost per credit is N\$66 an equivalent of N\$7920
- Course fees for Non-SADC countries are double the rate of Namibian/SADC fees.

Doctorate:

- PhD programmes cost per credit is N\$60, depending on the total credits per subject an equivalent of N\$7920.00 p.a over three years.
- Course fees for Non-SADC countries are double the rate of Namibian/SADC fees.

Cost Recovery qualifications:

- Non-SADC countries are an equivalent rate of Namibian/SADC course fees.

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

