



ΠΑΜΙΒΙΑ UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Bursar

Fees Booklet (Part 2)



F:STUDENT FEES

F.1 ENQUIRIES AND PAYMENTS

F.1.1 METHODS OF PAYMENT

1) On CAMPUS

The Cashier
Administration Building
13 Jackson Kaujeua Street
Windhoek

2) BY DIRECT DEPOSIT

Namibia University of Science and Technology bank details are as follows:

First National Bank
Branch: Ausspannplatz
Branch Number: 28 18 72
Account Number: 555 001 26319
Reference Number: **Student #**

Email the deposit slip to studentdebtors@nust.na if the payment is not updated within 3 business days. Kindly ensure that the correct student number is clearly stated as reference number.

F.1.2 OFFICE HOURS:

Mondays to Fridays: 07:30 - 13:00
 14:00 - 16:00

Note: For operating hours of the Regional Centres, see the section on Centre for Open and Lifelong Learning (COLL)

F.1.3 PAYMENT REQUIREMENTS

- (a) The University only encourages and accepts payment either through its bank accounts or to the cashiers at its campuses across the country.

- (b) Payment must be made **ONLY** at the Cashier and not to any other staff member. An official receipt should be obtained upon payment.
- (c) A student will be de-registered and/or levied a fine of N\$1 180.00 for dishonored or unpaid payment. No further negotiation will be entertained.
- (d) No receipt will be issued for direct deposits. The bank's stamp on the deposit slip serves as a proof of payment.
- (e) The University will only recognize payments after the deposit has been reflected on its bank accounts.

F.2 STIPULATIONS REGARDING STUDENT FEES

F.2.1 GENERAL

F.2.1.1 Council reserves the right to amend, without prior notice, all fees payable to the Namibia University of Science and Technology.

F.2.1.2 Tuition fees shall differ from course to course depending on course requirements.

F.2.1.3 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 Namibia University of Science and Technology.

F.2.1.4 Fees are payable on a monthly basis, whether a student received an account or not. Failure to adhere to stipulated due dates will result in de-registration, withheld of results, refusal of access to meals, accommodation and examinations.

F.3 FEES PAYABLE

F.3.1 TUITION FEES

Tuition fees (denoted in the Namibian dollar, N\$) are charged per course regardless of whether the course is taken on full-time, part-time or distance education mode.

General tuition fees per course are charged as follows:

FACULTY	2019	
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	1st - 3rd Year	4th Year	M-Master/PhD
	N\$	N\$	N\$
Management Sciences			
UNDERGRADUATE PROGRAMMES			
Department of Accounting, Economics and Finance			
Bachelor of Accounting	1670	2240	
Bachelor of Accounting (Chartered Accountancy)			
Bachelor of Technology: Accounting and Finance	1670		
Diploma in the Theory of Accounting (DTA)	4220		
Bachelor of Economics	1670		
Bachelor of Technology: Economics	1670		
Department of Hospitality and Tourism			
Bachelor of Hospitality Management	1930		
Bachelor of Hospitality Management (Phasing out 2012 until 2018)	2070		
Bachelor of Tourism Management	1670		
Bachelor of Travel and Tourism Management	1670		
Department of Management			
Certificate in Supervisory Skills Development	1850		
Diploma in Business Process Management	2240		
Bachelor of Business Management	4450		
Bachelor of Business Administration	5720		
Bachelor of Entrepreneurship	1670		
Bachelor of Human Resources Management	1670		
Bachelor of Business and Information Administration	1670		
Bachelor of Office Management and Technology	1670		
Department of Marketing and Logistics			
Bachelor of Marketing	1670	2240	

Bachelor of Marketing (Phased out from 2012 until 2018)	1670		
Bachelor of Transport Management (Revised Programme) (Phasing in 2017)	2070		
Bachelor of Transport Management (Phasing out from 2017 until 2021)	2070		
Bachelor of Sport Management	1670		
Bachelor of Logistics and Supply Chain Management (Phasing in 2017)	1670		
Bachelor of Logistics and Supply Chain Management (Phasing out from 2017 until 2021)	1670		
POSTGRADUATE PROGRAMMES			
Department of Accounting, Economics and Finance			
Bachelor of Economics Honours		2890	
Department of Management			
Bachelor of Business Management Honours		2240	
Bachelor of Human Resources Management Honours (Revised Programme)		2890	
Department of Marketing and Logistics			
Bachelor of Marketing Honours		2890	
Bachelor of Logistics and Supply Chain Management Honours (Revised and Renamed) (Phased in 2017)		4450	
Master of Logistics and Supply Chain Management			5720

Harold Pupkewitz Graduate School of Business			
Postgraduate Diploma In Management			7110
Master of Leadership and Change Management (MLAM)			5880
Master of Business Administration (MBA)			5880
Executive Master of Business Administration (EMBA)			9050
Human Sciences Undergraduate	2240		

Department of Communication			
Bachelor of Communication (Revised)			
Bachelor of English (Revised)	2240		
Bachelor of English (Phasing out from 2015)	2240		
Bachelor of Journalism and Media Technology (Revised)	4640		
Department of Education and Languages			
Institutional Core Courses	1670		
Foreign Languages	1670		
National and Foreign Languages (Non-formal)	3170		
Certificate in Vocational Education and Training: Trainer	1900		
Higher Certificate in Vocational Education and Training: Trainer	2070		
Diploma in Vocational Education and Training Management	1460		
Department of Social Sciences			
Bachelor of Criminal Justice in Correctional Management	1670		
Bachelor of Criminal Justice (Correctional Management)	1670		
Bachelor of Criminal Justice in Policing	2670		
Bachelor of Criminal Justice (Policing)	2670		
Bachelor of Public Management	1670		
Bachelor of Public Management	1670		
POSTGRADUATE PROGRAMMES			
Department of Communication			
Bachelor of English Honours (Revised)		2470	
Bachelor of Journalism and Media Technology Honours		2030	
Bachelor of Communication Honours		2450	
Master of Journalism and Media Technology (New)			3340
Master of English and Applied Linguistics (MEAL)			3340

Department of Social Sciences			
Bachelor of Criminal Justice Honours (Revised)		2690	
Bachelor of Public Management Honours (Revised)		2240	
Computing and Informatics			
Undergraduate			
Department of Computer Science			
Bachelor of Computer Science (Systems Administration, Communication Networks or Software Development)	3280		
Bachelor of Computer Science in Cyber Security	3280		
Department of Informatics			
Bachelor of Informatics	3280		
Postgraduate Programmes			
Department of Computer Science			
Bachelor of Computer Science Honours (with specialisation in Communication Networks, Software Development, Mobile Development, Information Security or Digital Forensics)		4450	
Master of Computer Science			20750
Doctor of Philosophy (PhD) in Computer Science (with specialisations in Communication Networks, Software Development, Mobile Development, Information Security or Digital Forensics)			20750
Postgraduate Certificate in ICT Policy and Regulations		4450	
Postgraduate Certificate in ICT Policy and Regulations (Revised Programme)		4450	
Postgraduate Certificate in Informatics (Information Systems Audit)		4450	
Postgraduate Certificate in Business Computing (Information Systems Audit)		4460	

Bachelor of Informatics Honours (with specialisation in Web Informatics or Business Informatics)		4460	
Master of Informatics			20750
Doctor of Philosophy (PhD) in Informatics			20760

Engineering			
Introduction to Science, Technology, Engineering and Mathematics (InSTEM)	2070		
Undergraduate			
Department of Civil and Environmental Engineering			
Bachelor of Technology: Engineering: Civil: Urban or Water	3570	3790	
Bachelor of Technology: Civil Engineering: Urban Engineering	3580	3790	
Bachelor of Technology: Civil Engineering: Water Engineering	3570	4450	
Bachelor of Engineering in Civil Engineering (Revised)	3570	4450	
Bachelor of Engineering: Civil (Old Curriculum)	3570	4450	
Department of Mining and Process Engineering			
Bachelor of Engineering: Mining (Revised)	3570	4450	
Bachelor of Engineering in Metallurgy (Revised)	3570	4450	
Bachelor of Engineering in Chemical Engineering (New)	3570	4450	
Department of Electrical and Computer Engineering			
Bachelor of Technology in Electronic/Power Engineering	3570	4450	
Bachelor of Technology in Power Engineering	3570	4450	
Bachelor of Technology in Electrical Engineering /Power Engineering	3570	4450	
Bachelor of Technology in Electronic Engineering	3570	4450	

Bachelor of Technology in Power Engineering	3570	4450	
Bachelor of Engineering: Electronics and Telecommunications (Revised)	3570	4450	
Bachelor of Engineering: Electronics and Telecommunications	3570	4450	
Bachelor of Engineering in Electrical Power Engineering (Revised)	3570	4450	
Bachelor of Engineering: Electrical Power	3570	4450	
Department of Mechanical and Marine Engineering			
Bachelor of Technology in Mechanical Engineering (New Revised)	3570	4450	
Bachelor of Technology in Mechanical Engineering	3570	4450	
Bachelor of Engineering: Mechanical Engineering (Revised)	3570	4450	
Bachelor of Engineering: Industrial Engineering	3570	4450	
Bachelor of Technology in Marine Engineering (New)	3570	4450	
POSTGRADUATE PROGRAMMES			
Department of Civil and Environmental Engineering			
Master of Transportation Engineering			6530
Master of Integrated Water Resources Management (Revised)			6300
Master of Science in Integrated Water Resources Management			6300
Master of Engineering in Civil Engineering			9580
Master of Environmental Engineering			9580
Department of Electrical and Computer Engineering			
Postgraduate Diploma in Space Technology		4450	
Postgraduate Diploma in Space and Atmospheric Science		4450	
Master of Sustainable Energy Systems			No Fees Yet

Department of Mechanical and Marine Engineering			
Master of Industrial Engineering			9580
Doctor of Philosophy in Engineering			10370
NATURAL RESOURCES AND SPATIAL SCIENCES			
UNDERGRADUATE			
Department of Agriculture and Natural Resources Sciences			
Diploma in Agricultural Management (Phasing out from 2014 until 2020) 4	2810		
Bachelor of Agricultural Management (Phasing out from 2014 until 2020) 6	3450		
Bachelor of Agriculture (Revised Programme) (Phased in 2014) 8	2850		
Bachelor of Horticulture (New Programme) (Phasing in 2019) 12	TBA		
Bachelor of Natural Resource Management in Nature Conservation 15	2810		
Department of Land and Property Sciences			
18			
Credit Table 19			
Transition Table 21			
Diploma in Property Studies (Revised Programme) (Phasing in 2017) 23	2340		
Bachelor of Property Studies (Revised Programme) (Phasing in 2017) 25		2930	
Diploma in Property Studies (Phasing out from 2017 until 2020) 29	2340		
Bachelor of Property Studies Honours (Phasing out from 2017 until 2020) 30		2930	
Diploma in Land Administration 33	2340		
Bachelor in Land Administration (Phased in 2015) 34	2340		
Department of Geo-Spatial Sciences and Technology			
35			
Diploma in Geomatics (Phased in 2015) 35	2340		
Diploma in Geomatics (Phasing out until 2019) 39	2340		

Bachelor of Geomatics (Phased in 2016) 41	2340		
Bachelor of Science in Geomatics (Extended programme) 46		2930	
Bachelor of Geoinformation Technology (Phased in 2016) 51		2930	
Bachelor of Geoinformation Technology (Phasing out until 2019) 55		4360	
Department of Architecture and Spatial Planning 59			
Bachelor of Architecture (Revised) (Phasing in 2017) 59	2340		
Bachelor of Town and Regional Planning 63	2350		
Bachelor of Regional and Rural Development 65	2340		
Bachelor of Quantity Surveying (Phasing in 2017) 67	2340		
POSTGRADUATE PROGRAMMES			
Department of Natural Resources and Agricultural Sciences			
Bachelor of Agriculture Honours		4360	
Master of Agribusiness Management (Phased in 2015)		5520	
Bachelor of Natural Resource Management Honours (Nature Conservation)		3450	
Master of Natural Resource Management			13830
Doctor of Philosophy in Natural Resource Sciences			13830
Department of Land and Property Sciences			
Bachelor of Land Administration Honours		2920	
Department of Geo-Spatial Sciences and Technology			
Bachelor of Geomatics Honours (Phased in 2016)		2880	
Bachelor of Geoinformation Technology Honours (Revised) (Phasing in 2019)		No Fees	
Bachelor of Geoinformation Technology Honours (Phasing out 2019)		4360	

Master of Geoinformation Science and Earth Observation (Phased in 2016)		2870
Master of Spatial Science (Phased in 2017)		13820 p/a
Doctor of Philosophy in Spatial Science (Phased in 2017)		9880
Faculty of Natural Resources and Spatial Sciences - Yearbook 2019		
Department of Architecture and Spatial Planning		
Bachelor of Architecture Honours (Revised) (Phased in 2017)		4360
Master of Architecture (Phased in 2017)		3340
Master of Landscape Architecture (Phased in 2017)		3340
Master of Urban Design (Phasing in 2019)		No Fee Yet
Bachelor of Town and Regional Planning Honours (Phased in 2015)		4450
Bachelor of Regional and Rural Development Honours (Phased in 2015)		3450
FACULTY OF HEALTH AND APPLIED SCIENCES		
UNDERGRADUATE PROGRAMMES		
Department of Health Sciences		
Bachelor of Medical Laboratory Science (Revised)	3530	2890
Bachelor of Biomedical Sciences	3530	2890
Bachelor of Emergency Medical Care (Revised Programme)	4840	
Bachelor of Pre-Hospital Emergency Medical Care	4840	4840
Bachelor of Environmental Health Sciences (Revised)	2890	2890
Bachelor of Science in Health Information Systems Management	2890	2890
Bachelor of Human Nutrition (New Programme)	3310	3310
Department of Mathematics and Statistics	2370	

Bachelor of Science in Applied Mathematics and Statistics (Revised)			
Bachelor of Science in Applied Mathematics and Statistics	2370		
Department of Natural & Applied Sciences			
Bachelor of Science (Biology, Chemistry, Physics, Mathematics)	2060		
POSTGRADUATE PROGRAMMES			
Department of Health Sciences			
Postgraduate Diploma in Health Information Systems Management		4240	
Master of Health Sciences			
Department of Natural & Applied Sciences			
Postgraduate Diploma in Radiation Science and Technology		5260	
Bachelor of Science Honours (New)		4730	
Department of Mathematics and Statistics			
Bachelor of Science Honours in Applied Mathematics (Revised)		2560	
Master of Science in Applied Mathematics			10370 p/s
Bachelor of Science Honours in Applied Statistics (Revised Programme)		2560	
Master of Science in Applied Statistics			10370 p/s

NUST and its staff cannot be held responsible for possible losses that may occur when the payment requirements are not adhered to.

N.B. Other course fees may vary as per qualification. Please consult the 2019 for specific course fees.

F.3.2 FEES FOR OTHER SERVICES

SERVICE	2019 N\$
Application	200
On-line Application	FREE
Application – Postgraduate	300

Late Application	570
Registration (includes N\$60 –activity fee) – NON-REFUNDABLE	1 670
Late Registration (In addition to registration fee)	480
Residence Breakage Deposit	1 070
Application for credit transfer from Other Institution	175
Credit Transfer from Other Institution/course	1 010
Academic Record	90
Resumption of studies (re-application)	190
Replacement of Certificate/Diploma	470
Remark/course	630
Re-check of marks/course	190
Reprinting of Exam Results	165
Replacement of Student/Meal Card	200
RPL Assessment Fee/course	1 010
Reprinting of Exam Results	100
Copies of Official Documents (Proof of Registration, etc.)	100
Medical Services – Fee per visit	40
COLL – Duplicate First Tutorial Letter	80
COLL – Duplicate Study Guide (Distance Students)	460
COLL – CD/DVD/USB	80
Parking	130
<u>Library Fees</u>	
Membership for non-NUST users:	
Alumni Membership: Ten items for 30 days	350
Library usage with no loan privileges	240
Loan privilege: One item at a time	380
Loan privilege: Two items at a time	670
Loan privilege: Three items at a time	950
UNAM Student Deposit (Undergraduate)	850

Day Visitors (necessitated by request for day visit access)	50
Photocopy Fee:	
A4 Black & White	0.50/page
Fines	
Late fees (per day)	10
Overdue fines on short loans (per hour)	2
Damage to library materials	Replacement Value
Loss of/irreparable damage to Library materials	Replacement Value
Lost a group or study carrel key	100
Illegal removal of Library materials	Disciplinary Action
Eating/drinking in the Library	150
Making noise in the library	150
Rude or undisciplined behaviour	150
Leaving Padlock on the overnight locker	80
Other	
Parking violation	240
REFUNDABLE	
Residence Breakage Deposit	1 170/semester

F.3.3 RESIDENCE FEES

- (a) Registration in residence will be done per semester.
- (b) Any student that leaves the residence during the semester will be charged for the whole semester, unless he/she is replaced and that the full hostel fee will be covered.
- (c) All resident students will be levied 50% of the meal fees (N\$9 405) per semester, which is payable whether meals are taken or not.
- (d) Any student who wishes to be given more credit for meals has to pay in advance.

Residence Breakage deposit (Refundable) N\$1 170

Residence Fees: NAMIBIAN & SADC Citizens

Small Single Room N\$8 860 per semester

Medium Single Room N\$9 760 per semester

Single Room with Balcony	N\$10 540 per semester
Double Room	N\$8 250 per semester
Meal Fees	100% - N\$18 810 per semester
	50% - N\$ 9 405 per semester

Cost per meal inclusive of VAT for full-time boarders:

Breakfast – N\$29	Lunch – N\$62	Supper – N\$49
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F.3.3.1 RESIDENCE BREAKAGE DEPOSIT

A deposit of N\$1 170 must accompany a confirmed admission to the residence.

Such deposit does not form part of the residential fees and is refundable on completion of the student's studies or when the student leaves the residence permanently.

The deposit must be paid in cash or direct deposit. Please note that the deposit fee does not form part of the bursary, unless stipulated otherwise.

If a student has an outstanding account or has caused losses/damages to NUST property when he/she leaves the residence, the relevant amount will be deducted from the deposit.

F.3.4 EXAMINATION FEES

An assessment fee of N\$260 is payable at date of registration and is included in the registration fee.

F.4 PAYMENT OF FEES

F.4.1 The various fees are payable as follows:

Application Fee:	Payable on application until 30 September 2019
Late Application Fee:	Payable on application after 30 October 2019
Registration Fee:	Payable on registration date
Technology Fee:	Payable on registration date
Assessment Fee:	Payable on registration date
Late Registration Fee:	Payable on/or before registration date
Residence Breakage Deposit:	Payable on/or before admittance

Registration Deposit Fee:

Undergraduate programmes - N\$4 200

Postgraduate programmes (HPGB - N\$8 400)

Notes:

1. The amounts above are inclusive of Registration, Technology, Assessment and Student Activity fees.
2. If the total fee account is below the minimum amount specified above, then the whole fee account is payable at Registration.

2. Students will pay the Registration Fees only once per year on registration for that year.
3. Residence Deposit is N\$4 200 (excluding the Hostel Breakage Fee of N\$1 170) per semester
4. 2nd Semester – Deposit payable (N\$4 200) will be applied to tuition fees if student had already registered for the 1st Semester.

F.4.2 DUE DATES

28-FEB-2019	33% of Total Fees Payable: Semester Courses, 12% of Total Fees Payable: Year Courses
01-MAR-2019	Last Day for Course/Programme Amendments /Cancellations With 100% Credit: All Courses and Programmes
01-APR-2019	66% of Total Fees Payable: Semester Courses 26% of Total Fees Payable: Year Courses
05-APR-2019	Last Day for Course/Programme Amendments /Cancellations With 50% Credit: 1 st Semester Courses and Programmes
30-APR-2019	100% of Total Fees payable: Semester Courses, 38% of Total Fees payable: Year Courses Last day for 1 st Semester Course Cancellation of Any Nature
31-MAY-2019	50% of Total Fees Payable: Year Courses
28-JUN-2019	62% of Total Fees Payable: Year Courses Last Day for Course Cancellations With 50% Credit: Year Courses
15 -19 JUL 2019	Registration – 2 nd Semester
31-JUL-2019	33% of Total Fees Payable: Semester Courses, 74% of Total Fees Payable: Year Courses Deadline for Applications for 2020 Academic Year for the Mature Age Entry Scheme
16-AUG-2019	Last Day for Course/Programme Amendments /Cancellations With 100% Credit: 2 nd Semester Courses and Programmes

- 30-AUG-2019 66% of Total Fees Payable: Semester Courses
86% of Total Fees Payable: Year Courses
Deadline for All Other Applications for Admission for 2020
- 19-SEP-2019 Last Day for all Course Cancellations With 50% Credit: 2nd Semester Courses and Programmes
- 30-SEP-2019 100% of Total Fees Payable: Semester and Year Courses
- 11-OCT-2019 Last Day for Course Cancellations of Any Nature

NB: Where students fail to pay their fees on the due dates, Council reserves the right to refuse such students registration, meals, accommodation, examination admission, or any other steps Council may take from time to time.

F.4.3 BURSARY STUDENTS

On registration, bursary holders must produce original written proof of bursaries awarded. Should sponsorship be subsequently withdrawn, the student should pay the required fees.

No withdrawal of the award will be accepted after 28 February for first semester and 31 July for second semester.

Residence breakage fee of N\$1 120.00 must be paid in cash or by direct deposit, as this does not form part of the bursary unless otherwise stipulated.

F.5 REBATES AND/OR DISCOUNTS

F.5.1 Rebates/Discounts are only granted for undergraduate programmes

F.5.2 Rebates to Personnel Members and their Dependents

Personnel members and their dependents in the permanent employ of NUST and UNAM shall pay a registration fee only at date of registration. They may register at the beginning of the academic year for any academic course, except for extra-curricular courses, as the latter courses must be self-supporting. No rebate will be allowed if the relevant person has a bursary and/or when subjects are repeated. **To qualify, students must submit an original letter from Human Resources Department to the Student Debtors Officers ON REGISTRATION DATE. Rebates not applied for in this manner will be forfeited.**

F.5.3 Rebate to Council Members

Officially appointed Council members and their dependents shall pay a registration fee only at date of registration. They may register at the beginning of the academic year for any academic course,

except for extra-curricular courses, as the latter courses must be self-supporting. No rebate will be allowed if the relevant person has a bursary and/or when subjects are repeated.

F.5.4 Rebate to Members of Housing Committee

A rebate equal to 50 % of residence fees will be granted to the Housing Committee Chairperson and 40 % of residence fees to Housing Committee members for the period served in that capacity. Rebates will only be refunded if all accounts are settled in full.

F.5.5 Rebate to Students Representative Council

A rebate of 70 % to SRC President and 60 % to SRC members will be granted on the following conditions:

- (a) The rebate will be calculated for the period served as SRC member or chairperson.
- (b) Rebates will be calculated on tuition fees only, excluding residence fees or any other charges.
- (c) Rebates will be refunded at the end of each semester.
- (d) Rebates will only be refunded, if the fee account is settled in full.

F.5.6 DISCOUNTS

F.5.6.1 Discount of 20% for students from the same family (excluding the first student) based on the following conditions:

- (a) Students are self-funding, i.e. they do not get a bursary or scholarship.
- (b) Students must apply for the discount in writing to the Bursar.
- (c) Applicants must produce a full birth certificate to prove that at least one parent is the same or a documentary proof that they are legally adopted.
- (d) No discount will be considered for courses being repeated.
- (e) Students must be studying concurrently; i.e. at the same time.
- (f) Part-time and/or married students do not qualify for the rebates.

F.5.6.2 Discount for Full Payment

A 10 % discount on tuition fees will be granted if all fees are paid full. The following conditions apply:

- (a) On or before 28/9 February each year for year and first semester accounts.
- (b) On or before 31 July each year for second semester accounts.
- (c) Discount is calculated on tuition fees only, provided that all other fees e.g. hostel/meals are also paid in full.
- (c) Students who are de-registered for whatever reason will forfeit the discount and will then be liable for the full account.
- (d) Students who cancel their courses or subjects will not be entitled to a refund of the discount after the discount has been allowed.

F.5.6.3 Discount for Excellent Academic Performance

All students who obtain at least 85 % in the final mark of a course shall receive a discount on tuition fees for that course as follows:

5 % for a first year course;

10 % for a second year course;

15 % for a third, fourth or fifth year course.

NOTE: No discount shall be given for excellent academic performance in courses that the student repeats.

F.6 INTEREST ON OVERDUE ACCOUNTS

Council shall consider such necessary steps against students with overdue accounts to ensure that it collects the revenue from these students. This may include handing over accounts to a third party for collection (at cost to the students, etc.).

F.7 REFUNDS

F.7.1.1 Year/Semester

Written applications for refunds of class fees should be submitted to the Student Debtors Officers.

F.7.1.2 Year Courses

- (a) Cancellation of course(s) on or before 03 March – 100 % credit
- (b) Cancellation of course(s) on or before 30 June – 50 % credit
- (c) Cancellation of course(s) on or after 01 July - no credit

F.7.1.3 First Semester Courses

- (a) Cancellation of course(s) on or before 01 March – 100 %
- (b) Cancellation of course(s) on or before 05 April – 50 % credit
- (c) Cancellation of course(s) on or after 06 April - no credit

F.7.1.4 Second Semester Courses

- (a) Cancellation of course(s) on or before 16 August - 100 % credit
- (b) Cancellation of course(s) on or before 19 September - 50 % credit
- (c) Cancellation of course(s) on or after 20 September - no credit

F.7.1.6 Students who fail to cancel courses and residence in writing remain responsible for the full fees for the particular academic year.

F.7.1.7 Extra-Curricular Courses

No refund unless courses are cancelled by the Institution

F.7.1.8 Refunds - General

Students who wish to request 100 % refund due to cancellation as a result of factors beyond their control may appeal to the Registrar in this regard. Such appeal must be submitted to the relevant Faculty Officer. No refunds can be guaranteed and **REGISTRATION FEE IS NON-REFUNDABLE.**

Claims for refunds will be processed weekly. An official claim form should be completed and handed in at the Enquiry Counter, Ground Floor, Administration Building.

F.7.1.9 Credit balances will be forfeited if it is not claimed within six years of non-activity on the student accounts.

F.8 NON-FORMAL COURSES

Non-Formal courses are offered on an extra-curricular basis and are subject to a minimum of 10 registered students per course. These courses are run on a self-financing basis.

Fees for Foreign & National Languages, non-formal (Total Hours 75) - N\$3,170

(Inclusive of Registration Fee)

F.9 FINANCIAL ASSISTANCE

Please note that the NUST does not offer any financial assistance in the form of loans and/or bursaries. For additional information contact the Student Financial Aid Officer at telephone number (061) 207-2187 / 2734/2069.

NB: Notwithstanding the fact that all the information contained herein has been compiled as accurately as possible, Council, Senate and the Boards of Studies accept no responsibility for any errors that may occur.