



STUDENT FEES

GENERAL INFORMATION, RULES & REGULATIONS

July Intake Fees 2020



ACADEMIC REGISTRATION FEES DEPOSIT

#	Description	(N\$)
1	Application Fee (Non-Refundable)	400.00
2	Late Application Fee (Non-Refundable) (N\$400 + N\$100)	500.00
3	Registration Fee (Annual Fee) (Includes Connectivity Fee of 575.00)	2190.00
4	Registration Fee (Annual Fee) (Includes Connectivity Fee of 575.00)	2790.00
5	International Student Levy (for the whole year)	3000.00

TOTAL TUITION FEES PER PROGRAMME

#	Programme	(N\$)
1	Diploma in Project Management	45 000.00
2	Diploma in Police Management	45 000.00
3	Diploma for New Managers (Supervisory Development Programme)	40 000.00
4	Diploma for Middle Managers (Management Development Programme)	45 000.00
5	Diploma for Senior Managers (Senior Management Development Programme)	45 000.00

*Note that the above fees exclude University of Namibia core module fees.

University Mandatory Modules – As per UNAM 2020 tariffs – Qualifying students can get exemptions for these modules. **Upon successful enrolment**, if for any reason a student is not exempted from the above mandatory modules, **as a good gesture for enrolling with us**, NBS will offers this module on **discounted rates for the 2020 academic year only as follows:**

#	Module Name	As per UNAM Tariffs - 2020 N\$	Discounted Rates 2020 Only N\$
1	English for General Communication (LEG2410)	3 630.00	1 000.00
2	English Communication and Study Skills (ULCE3419)	2 050.00	1 000.00
3	Contemporary Social Issues (CSI3580)	1 020.00	500.00
4	Computer Literacy (CLC3509)	1 030.00	500.00
5	English for Academic Purposes (LEA3519)	1 810.00	1 000.00



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IMPORTANT NOTES:

1. If less than a full course is registered for, the deposit payable on tuition is to be 100% of the course/s to be registered for.
2. Students are encouraged to sort out their financial enquiries prior to registration.
3. **Outstanding balances** of previous years should be settled in full, before registration.
4. Students, who settle their Tuition Fees before the end of 31 March 2020 qualify for a **3% discount on Tuition Fees** (excl. additional class fees and registration).
5. In order to be exempted from paying the required deposit, bursary holders need to **provide written proof of sponsorship / bursary** from the Donor. It's important to note that should sponsors not honour payment on time, the students become responsible for outstanding fees. Due to the high number of fraudulent sponsorship letters received in the past, **ALL** such letters will be verified before registration, **letters from close corporations will not be accepted;**
6. Connectivity Fees are compulsory and charged once off, paid to obtain internet access for the year via *TN mobile* (Telecom Namibia).
7. **Late Registration Fee of N\$600** is payable by all students who register after normal registration.
8. **Direct bank deposits and electronic transfers** (EFT) should be done two (2) working days before registration date.
9. **No Cheque payments are accepted.**
10. Payments at the Schools **cashier**, will reflect immediately.
11. Registration dates will be announced in due course.
12. Cancellation dates for July 2020 Intake
 - 12.2 Second Semester Modular Courses:
 - 12.2.1 Cancellation of course(s) on or before 07 August 2020- 100% credit.
 - 12.2.2 Cancellation of course(s) on or before 31 August 2020-50% credit.
 - 12.2.3 Cancellation of course(s) after 31 August 2020-no credit
 - 12.3 Second Semester Modular Courses
 - 12.3.1 2021 Cancellation dates will apply and will be announced by University management in 2021.