



**FOR
YOUR
INFO**

STUDENT FEES

GENERAL INFORMATION, RULES & REGULATIONS

Student Fees 2019



ACADEMIC REGISTRATION

#	Description	(N\$)
1	Registration Fee (Includes connectivity fee)	2,150.00
2	International Student levy	3,000.00

MISCELLANEOUS FEES

#	Description	N\$
1	Re-Examination of Mini Thesis – Post Graduate Diploma BA	2,000.00
2	Re-Examination of Thesis Fee – All Masters Programmes	3,000.00
3	Re-Examination of Thesis – Doctor of Business Administration	5,000.00
4	Doctor of Business Administration Assessment Fee	2,000.00
5	Late registration fee (Payment in addition to registration fee)	600.00
6	Exemption/Recognition fees	300.00
7	Promotional Examination fees	500.00
8	Administration/Service fees (Per inter account transfer and or refund)	20.00
9	Application fees	400.00
10	Late Application fees	500.00
11	To replace a certificate	250.00
12	Transcript of academic record (per script)	100.00
13	Re-marking of examination paper (per paper)	300.00
14	Unpaid /RD Cheques (Per cheque)	500.00

TUITION FEES

#	Description	N\$
1	Diploma in Project Management	40,000.00
2	Diploma in Police Management	40,000.00
3	Diploma for New Managers (Supervisory Development Programme)	35,000.00
4	Diploma for Middle Managers (Management Development Programme)	40,000.00
5	Diploma for Senior Managers (Senior Management Development Programme)	45,000.00
6	Post Graduate Diploma in Business Administration	35,000.00
7	Masters in Business Administration All Specializations	80,000.00
8	Doctor of Business Administration (Per Annum)	45,000.00

PLEASE NOTE:

- A 50% deposit on tuition fees, plus the full registration fee is required to be able to register for any of the above programmes.

1. Cancellation Dates

4.1 Cancellation Credits for Tuition fees (All Offering types)

4.1.1 Year Courses

- Cancellation of course(s) on or before **01 March 2019 - 100% credit**
- Cancellation of course(s) on or before **07 June 2019 - 50% credit**
- Cancellation of course(s) after **07 June 2019 - no credit**

4.1.2 First Semester Modular Courses

- Cancellation of course(s) on or before **01 March 2019 - 100% credit**
- Cancellation of course(s) on or before **29 April 2019 - 50% credit**
- Cancellation of course(s) after **29 April 2019 - no credit**

4.1.3 Second Semester Modular Courses

- Cancellation of course(s) on or before **02 August 2019 -100% credit**
- Cancellation of course(s) on or before **30 August 2019 - 50% credit**
- Cancellation of course(s) after **30 August 2019 - no credit**

Students failing to cancel courses remain responsible for the full fees for the Academic year