

Student Fees



PROSPECTUS 2023

STUDENT FEES

THE UNIVERSITY OF NAMIBIA

STUDENT FEES PROSPECTUS 2023

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The information in this Prospectus is correct as at 30 November 2022

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STUDENT FEES

CONTENTS

1.	STUDENT FEES PAYMENTS	4
2.	ENQUIRIES STUDENT ACCOUNTS	5
3.	PAYMENT OF PRECRIBED FEES	5
3.2	MODES OF PAYMENT	6
3.3	ESTIMATE TUITION FEES PER TYPE OF QUALIFICATION	6
3.4	HOSTEL FEES	7
3.5	WEAR AND TEAR	7
4.	OTHER FEES PAYABLE	7
4.1	MISCELLANEOUS FEES	8
5.	FEES PAYABLE	8
5.1	DUE DATES	8
5.1	DEFAULT OF PAYMENTS	9
6.	CANCELLATION DATES	9
6.1	CANCELLATION CREDITS ON TUITION	9
6.2	CANCELLATION CREDITS ON HOSTEL	9
7.	BURSARY STUDENTS	9
8.	REFUNDS	9
9.	DISCOUNTS AND REBATES	10
9.1	DISCOUNT	10
9.2	STAFF REBATE	10
9.3	HOUSING COMMITTEE REBATE	10
9.4	SRC REBATE	10
9.5	FAMILY REBATE	9
10.	GENERAL STIPULATIONS REGARDING STUDENT FEES	11
11.	APPENDIX A- ESTIMATED TUITION FEES	11-20

STUDENT FEES

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. No payments should be made without obtaining an official receipt from the cashier.
- v. 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.
- vi. The University and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.
- vii. Only official original receipts will serve as proof that payments have been made to the University of Namibia.

Office Hours:

Mondays to Fridays

08H00 – 13H00

14H00 – 16H00

(b) Online payment

It is recommended for payments made to be done via Online payment for immediate access to online registration. Online payment can be made on the UNAM website at: www.unam.edu.na/online-payment

(c) Payments can also be made into the following bank accounts listed below:

Account name: UNAM STUDENT DEPOSIT ACCOUNT
Account type: Current account
Bank name: First National Bank Namibia
Account number: 62246793451
BIC code: FIRNNANX
Reference number: Student Number (Compulsory)

OR

Account name: UNIVERSITY OF NAMIBIA
Account type: Deposit Account
Bank name: Standard Bank of Namibia
Account number: 041471407
BIC code: SBNMNX
Reference number: Student Number (Compulsory)

OR

Account name: UNAM STUDENT DEPOSIT ACCOUNT
Account type: Deposit Account
Bank name: Bank Windhoek
Account number: 8020914616
BIC code: BWLINANX
Reference number: Student Number (Compulsory)

OR

Account name: UNAM STUDENT DEPOSIT ACCOUNT
Account type: Deposit Account
Bank name: NEDBANK
Account number: 11990456560
BIC code: NEDSNANX
Reference number: Student Number (Compulsory)

STUDENT FEES

Requirements:

- i. Direct bank deposits made during registration period, should be made three (3) days in advance for clearance, to be admitted for registration.
- ii. Bank deposits and transfers can only be verified during normal working hours.

No cash should be sent via post.

2. ENQUIRIES STUDENT ACCOUNTS

Financial statements can be viewed on Student Portal.

Email your enquiry to studentaccounts@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

OFFICE HOURS: ENQUIRIES

Mondays to Fridays

For Enquiries

08:00 - 13:00

14:00 - 16:00

3. PAYMENT OF PRESCRIBED FEES

3.1 The minimum deposits payable at Academic registration for 2023 are as follows

MINIMUM DEPOSITS PAYABLE AT ACADEMIC REGISTRATION FOR 2023

1. Registration Fees Deposit

All current and prospective students of the University of Namibia are urged to note the following approved deposit for the 2023 academic year.

STUDENT CATEGORY	REGISTRATION FEES N\$	STUDENT UNION CONTRIBUTION N\$	CONNECTIVITY FEES N\$	INTERNATIONAL LEVY N\$	TOTAL REGISTRATION FEES PAYABLE N\$
Namibian	1,620.00	150.00	575.00	-	2,345.00
SADC	1,620.00	150.00	575.00	3,000.00	5,345.00
Non-SADC	1,620.00	150.00	575.00	3,000.00	5,345.00

Registration fees are payable on or before the day of registration of first semester only.

2. Tuition Fees Deposit

STUDENT CATEGORY	First Semester N\$
Namibian	3,500.00
SADC	5,150.00
Non-SADC	13,800.00

Notes:

- The deposit is payable on or before the day of registration
- A minimum of 60% of fees needs to be settled to allow entrance to the 1st semester examination.
- The remaining 40% balance must be settled as entrance requirement to sit in for the 2nd semester examination.

See Appendix A for estimated tuition fees or it can be obtained from the following website: <http://www.unam.edu.na>

STUDENT FEES

3. Hostel Fees Deposit

DESCRIPTION	NAMIBIAN STUDENTS N\$	SADC STUDENTS N\$	NON-SADC STUDENTS N\$
Main/Neudamm/Ogongo /SANUMARC (Breakfast included)	13,920.00	13,920.00	22,560.00
Neudamm – School of Veterinary Medicine (Breakfast included)	16,310.00	16,310.00	26,200.00
Hifikepunye Pohamba/Khomasdal/Katima/Rundu/Southern (Breakfast included)	10,850.00	10,850.00	16,420.00
Eng. Jose Eduardo Dos Santos (Breakfast included)	18,050.00	18,050.00	29,680.00
Health Sciences North (Breakfast excluded)	9,860.00	9,860.00	19,720.00
Hage Geingob (Breakfast excluded)	18,180.00	18,180.00	36,360.00

Wear and Tear fees of N\$ 975 (non-refundable) is payable before or on day of hostel registration. Hostel fees are payable on the day of registration at the beginning of each semester.

Important notes:

- I. Students, who settle their tuition fees before the end of academic registration qualify for a 10% discount on tuition fees (excl. additional class fees) and should apply in writing on or before 31st May 2023
- 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. Connectivity fees are compulsory and charged once off to obtain internet access for the year.
- IV. Outstanding balances of previous years 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. Direct bank deposits and electronic transfers should be done 2 working days before registration date.
- VII. A student number must be used as reference for all direct and electronic deposits.
- VIII. Payments at the different University cashiers will reflect immediately on student account.
- IX. Students are encouraged to sort out their financial enquiries prior to registration.

3.2 Modes of payment on remaining balance

- Sign a debit order at registration of which 60% needs to be settled to allow entrance to the 1st semester examination. The remaining 40% balance must be settled as entrance requirement to sit in for the 2nd semester examination.

3.3 Estimated tuition fees for undergraduate and post graduate studies (See APPENDIX A) <http://www.unam.edu.na>

- 3.1.1 Class fees and additional class/practical fee, will be charged per course/subject against each student account. Qualifications with practical components may differ due to extra load on practical's. Non SADC students will be charged double the Namibian rate, excluding Cost Recovery courses.
- 3.1.2 Tuition Fees: Post graduate (Masters and Doctorate Degrees) Non SADC Countries will be charged double the Namibian rate, excluding Cost Recovery courses.

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/Neudamm/Ogongo/SANUMARC (Breakfast Included)	27,840.00	45,1200.00	13,920.00	22,560.00

STUDENT FEES

Neudamm- School of Veterinary Medicine(Breakfast Included)	32,620.00	52,400.00	16,310.00	26,200.00
Hifikepunye Pohamba/Khomasdal/Katima/Rundu/Southern (Breakfast included)	21,700.00	32,840.00	10,850.00	16,420.00
Eng. Jose Eduardo Dos Santos (Breakfast included)	36,100.00	59,360.00	18,050.00	29,680.00
Hage Geingob (Breakfast Excluded)	36,360.00	72,720.00	18,180.00	36,360.00
Health Sciences North (Breakfast Excluded)	19,720.00	39,440.00	9,860.00	19,720.00

- i. Hostel fees are based on 270 days per year - Main/Neudamm/Ogongo/SANUMARC
- ii. Hostel fees for School of Veterinary Medicine – Neudamm are based on 309 per year
- iii. Hostel fees for Health Science Campus -Windhoek are based on 321 days per year
- iv. Hostel fees for Health Science Campus -North are based on 308 days per year
- v. Hostel fees for Eng. Jose Eduardo Dos Santos Campus are based on 269 days per year
- vi. Hostel days exclude July and December recess days

Meals (Lunch and Dinner optional)

Per Year N\$ 24 750.00
Per Semester N\$ 12 375.00

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 at UNAM cashiers, 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.
- iv. The daily limit for meals (lunch & dinner) are **N\$ 90.00** per day
- v. Meal fees are based on **275 days** per year
- vi. Inter account transfers are not allowed unless a **WRITTEN REQUEST** is received to transfer fees.
- vii. Transfer between students are not allowed, students are advised to apply for a refund.
- viii. No fees will be transferred from the fee OR any other account unless that account has a credit balance.
- ix. Inter account transfers for meals, books and copies these are only allowed **once per year**.

3.5 Wear and Tear Fee

(a) A wear and tear fee of **N\$975, 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	1 770.00
Student Union contribution	150.00
Resubmission of assignments	80.00
Connectivity fee (Payment in addition to registration fee)	575.00
Late registration fee (Payment in addition to registration fee)	600.00
Exemption/Recognition fees: Year & Semester modules	300.00
Wear and Tear	975.00
International Student levy (SADC & NON-SADC students)	3 000.00

STUDENT FEES

Promotional Examination fees	500.00
Administration/Service fees (Per inter account transfer and or refund)	20.00
Application fees (Namibian Students)	150.00
Late application fees (Namibian Students)	350.00
Application fees (International students)	300.00
Late application fees (International Students)	650.00
To replace a certificate	270.00
Transcript of academic record (per script)	110.00
Re-marking of examination paper (per paper)	350.00
Lost Student/Meal card (Not Refundable)	110.00
Proof of Registration	60.00
Reprint of time table (Per scrip)	80.00
Reprint of results	100.00
UNAM Clinic Medical fee per visit for registered students	15.00
Unpaid /Return payments	500.00

5. FEES PAYABLE

5.1 Due Dates

Registration & Tuition Fees Deposit:	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:	* A minimum of 60% of fees needs to be settled to allow entrance to the 1 st semester examination. The remaining 40% balance must be settled as entrance requirement to sit in for the 2 nd semester examination.

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 these regulations, the following will apply:

- i. Refuse access to lecture halls;
- ii. Refuse admission to examination;
- iii. Refuse admission to hostel accommodation;
- iv. Refuse registration for the next academic year;
- v. Withhold examination results;
- vi. Withhold qualification and academic transcripts as may be applicable;
- vii. Refuse access to student portal.

Notes:

- i. Any outstanding balances, relevant to a prior year(s)/ semester 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.

STUDENT FEES

6. CANCELLATION DATES

6.1 OLD CURRICULUM Cancellation Credits for Tuition fees

6.1.1 Year Courses

- i. Cancellation of course(s) on or before **01 March 2023 - 100% credit**
- ii. Cancellation of course(s) on or before **07 July 2023 - 50% credit**
- iii. Cancellation of course(s) after **07 July 2023 - no credit**

6.1.2 First Semester Modular Courses

- i. Cancellation of course(s) on or before **01 March 2023 - 100% credit**
- ii. Cancellation of course(s) on or before **29 March 2023- 50% credit**
- iii. Cancellation of course(s) after **29 March 2023 - no credit**

6.1.3 Second Semester Modular Courses

- i. Cancellation of course(s) on or before **02 August 2023 -100% credit**
- ii. Cancellation of course(s) on or before **01 September 2023 - 50% credit**
- iii. Cancellation of course(s) after **01 September 2023- no credit**

6.2 NEW CURRICULUM Cancellation Credits for Tuition fees

6.2.1 Year Courses

- i. Cancellation of course(s) on or before **20 March 2023 - 100% credit**
- ii. Cancellation of course(s) on or before **07 July 2023 - 50% credit**
- iii. Cancellation of course(s) after **07 July 2023 - no credit**

6.2.2 First Semester Modular Courses

- i. Cancellation of course(s) on or before **20 March 2023 - 100% credit**
- ii. Cancellation of course(s) on or before **17 April 2023- 50% credit**
- iii. Cancellation of course(s) after **17 April 2023 - no credit**

6.2.3 Second Semester Modular Courses

- I. Cancellation of course(s) on or before **09 August 2023 -100% credit**
- II. Cancellation of course(s) on or before **01 September 2023 - 50% credit**
- III. Cancellation of course(s) after **01 September 2023- no credit**

6.2.4 Core Modular Courses

- I. Cancellation of course(s) on or before **06 February 2023 - 100% credit**
- II. Cancellation of course(s) on or before **15 February 2023 - 50% credit**
- III. Cancellation of course(s) after **15 February 2023 - no credit**

6.3 Cancellation Credits for Hostel fees

6.3.1 Hostel Cancellation per year

- i. Cancellation of Hostel on or before **31 March 2023 - 75% Credit**
- ii. Cancellation of Hostel on or before **30 June 2023 – 50% credit**
- iii. Cancellation of Hostel on or before **31 August 2023– 25% credit**
- iv. Cancellation of Hostel after **31 August 2023 - no credit**

6.3.2 Hostel Cancellation for semester 2

- i. Cancellation of Hostel on or before **31 August 2023– 50% credit**
- ii. Cancellation of Hostel after **31 August 2023- 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.

STUDENT FEES

8. REFUNDS

8.1 Refund upon Discontinuation of Studies or Courses

- i. The application/ registration /student union/connectivity/ 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.
- 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. Students, who settle their tuition fees during the registration period qualify for a 10% discount on tuition fees (excluding additional class fees) and should apply in writing on or before **31 May 2023**.
- ii. All applications should be submitted to the following email address .
- 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\$1,770-00
Connectivity fee – N\$ 575.00
Late Registration Penalty (where applicable) – N\$600-00
International student levy (Foreign students only) – N\$3,000-00
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. Staff rebates will only be processed during the following year for passed modules only.
- v. 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 (HC)

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 additional class fees, e.g. hostel fees, practical fees, exemption fees or any other debits.
- III. Rebates will be calculated and paid at the end of the year.
- IV. Rebates will only be refunded, 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 additional class fees / practical fees, 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 by not **later than 31 May 2023 for semester one registration**. Satisfactory proof must be

STUDENT FEES

- produced.
- iv. All applications should be submitted to the following email address: sshiyuka@unam.na.
- v. Applicants must provide a full birth certificate as proof that at least one parent is the same or documentary proof that they are legally adopted.
- vi. This concession is not available to students who were granted bursaries/scholarships and/or who repeat a course.
- vii. 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 every semester.
- ii. All other subjects which are not registered in the beginning of every semester may not be attended **AND** no examination results for such subjects will be recognized.
- iii. 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.
- iv. It is the responsibility of each student debtor to obtain financial statements and verify his/her account(s) on a regular basis.
- v. All student account enquiries should be forwarded to the Debtors Office without delay.
- vi. Students and parents should under no circumstances deposit money intended for personal use into the University account.
- vii. Final year students required to register for promotional examination for graduation purpose, should settle their Accounts in full on day of registration.
- viii. Council reserves the right to amend, all fees payable to the University without prior notice.

Prospectus 2022