

# BOTHO UNIVERSITY



All Botho University Namibia programmes follow a flat rate effective 1st Jan 2022. Every programme consists of modules worth a specific number of credits. The number of credits for any module is available on the website [www.bothouniversity.com](http://www.bothouniversity.com) (where you can select the Namibia campus) or directly go to <https://namibia.bothouniversity.com/> and find the necessary details under each programme. 60 credits per semester is normal full-time load. A student who wishes to take more than 60 credits in a semester requires special permission from the Dean.

1. TUTION FEE FOR DEGREE PROGRAM PER YEAR IS NAD: 26,600.00 FLAT RATE (which is NAD 13,300.00 PER SEMESTER FLAT RATE)

Fee Structure Table- Flat Fee (for all <i>Undergraduate programmes</i> ) BSC	
Semester	Semester Fee (Currency: Namibian \$)
1	13 300.00
2	13 300.00
3	13 300.00
4	13 300.00
5	13 300.00
6	13 300.00
7	13 300.00
8	13 300.00
9	13 300.00

2. TUTION FEE FOR DIPLOMA PROGRAM PER YEAR IS NAD: 23,000.00 (which is NAD 11,500.00 PER SEMESTER FLAT RATE)

Fee Structure Table-Flat Fee (for all <i>Undergraduate programmes</i> ) DIPLOMA	
Semester	Semester Fee (Currency: Namibian \$)
1	11,500.00
2	11,500.00
3	11,500.00
4	11,500.00
5	11,500.00
6	11,500.00

## *FEE POLICY*

### **1. Purpose of the Policy**

The purpose of this policy is to set out to explain tuition fee charging principles of the University.

### **2. Scope**

The policy is applicable to all students of Botho University (BU). The payment of fees is the responsibility of the student and, in the event of a student's sponsoring authority (if any) failing to make payment, the student will be given a financial drop out status.

### **3. Definition of Terms**

3.1 Tuition Fees- Annual amounts due to the University in respect of services provided.

3.2 Sponsor – Organisations that may provide funds for or contributes toward tuition fees. These may be government, parents, employers, self-sponsored students

3.3 Flat Fee- Fixed amount per term

### **4. Fee Calculations**

All Botho University (BU) programmes follow a flat fee tuition fee structure aligned to NSFAP. Every programme consists of one or more modules where each module is worth a specific number of credits. Certain modules that require specialized equipment may have an additional surcharge. The tuition fee for a programme can thus be obtained by adding the fees for all the modules required to be successfully completed by a student to attain that qualification. Please refer to the fee structure for more details.

### **5. Fee Revisions**

All Botho University (BU) Fees are subject to a minimum of 10% annual increase.

### **6. Tuition Fees**

6.1 All fees are payable at least ten working days prior to the official commencement of the semester.

6.2 the flat fee covers the retake fees during the normal program period

6.3 Any modules that have to be retaken upon completion of the normal program period shall be allowed to be undertaken within 1-year up to a max of 60 credit subject to getting prior approval of scholarship committee

6.4 Botho University (BU) reserves the right to change the fee structure as and when required. All the above fees are subject to minimal increase of 10% every year.

6.5 For students sponsored by any organization, a letter of undertaking or sponsorship letter from that organization is required to confirm his enrolment.

6.6 For students paying using a payment plan, the same are available on request.

6.7 The first installment of the payment plan is due at least 10 working days prior to the official commencement of the semester.

6.8 All subsequent installments are due on the first day of the month following the commencement of the semester.

6.9 For students sponsored by organisations, payment is due within 14 days from the date of invoice.

6.10 Any delays in payment will attract an interest of 2% per month for all students.

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6.11 A student with any outstanding fees will lead to him/ her being termed as a fee defaulter. He/she will thus not be allowed to register for the semester, access to the learning platform/materials, be prevented from taking any assessments or be dropped out from the University itself.

6.12 A student who drops out after the commencement of the semester with or without notice will be liable for the entire semester fee.

6.13 Students wishing to take a break should formally apply in writing to the Assessment and Registry Manager. The maximum permissible period cannot exceed 12 months. On expiry of this period the student will have to enroll as a new student

6.14 A student wishing to terminate from their studies should formally apply in writing to the Assessment and Registry Manager, who will issue an internal approval letter. In the case of an external agency sponsorship, an approval letter for the sponsor will also be required.

## 7. Refunds & Terminations

7.1 All Administrative fees are non-refundable.

7.2 All approved refund requests will be charged a refund fee of N\$500.00.

7.3 For programmes where external partners may be involved, a refund of fees will not be possible.

7.4 Tuition fees will only be refundable if the refund request is received at least 96 hours before the scheduled start of the given module or programme and if the student has not collected any study material from the institution. Refunds are subject to a refund fee. Registration and admission fees are non-refundable unless Botho University (BU) cancels or changes the scheduled start of classes; in such a case no refund fee will be charged. Examinations fees paid are non-refundable and non-transferrable

## BANKING DETAILS

BU WINDHOEK CAMPUS, NAMIBIA	
Account Name	Botho University (Pty) Ltd
Bank Name	Standard Bank
Account Number	60003293407
Windhoek Branch	Windhoek Branch, Code: 082372
Currency	Namibian Dollars
Swift Code	SBNMNX
Reference	Student Number