

WELWITCHIA UNIVERSITY



Where Everyone Is An Achiever

STUDENT FEES BOOKLET

2024

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1. STUDENT FEES: PAYMENTS

- 1.1 Payments may be made by either Direct Bank Deposit or Electronic Transfers to the following accounts:

WHTC STUDENT DEPOSIT ACCOUNT

Account 1		Account 2	
Account Name	Welwitchia Health Training Centre (Pty) Ltd	Account Name	Welwitchia Health Training Centre (Pty) Ltd
Bank	Nedbank	Bank	Bank Windhoek
Branch	Business Centre	Branch	Capricorn
Branch code	461617	Branch code	486372
Account Number	11990228185	Account number	802 265 3705
Swift Code:	NEDSNANX	Swift Code:	BWLINANX

Reference: **Student number**

Email Proof of Payment and enquiries to:

No	Campus	Email
1	Windhoek	payments@welwitchia.com.na
2	Walvis Bay	walvisbay@welwitchia.com.na
3	Kombat	kombat@welwitchia.com.na
4	Nkurenkuru	<u>nkurenkuru@welwitchia.com.na</u>
5	Outapi	outapi@welwitchia.com.na
6	Katima Mulilo	<u>katima@welwitchia.com.na</u>

- 1.2 **Terms and Conditions**

The following terms and conditions shall apply to all students when making payments;

- 1.2.1 All payments must be made through Electronic Funds Transfer (EFT) and no cash payments are to be made at any campus or individuals.
All Cash Deposits attracts 3% Cash Handling Fee which is deducted from the amount deposited. **PLEASE NOTE THAT IF YOU DEPOSIT CASH INTO OUR BANK ACCOUNT TO MAKE PROVISION FOR THE 3% CASH HANDLING FEE THAT THE BANKS CHARGE.**

Students are advised to use EFT and the Point-of-Sale devices/Speed points located at all our campuses countrywide when making payments.

- 1.2.2 Students must present their student cards to avoid incorrect student numbers when presenting proof of payment at the Finance Office and Campus Administrators Office.
- 1.2.3 WHTC and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.
- 1.2.4 **Students who are not registered and not in possession of a Proof of Registration are not allowed to attend lectures.**

1.3 Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
08H00 – 13H00	08H00 – 13H00	08H00 – 13H00	08H00 – 13H00	08H00 – 13H00
14H00 – 16H00	14H00 – 16H00	14H00 – 16H00	14H00 – 16H00	Closed

2. DEPOSIT UPON REGISTRATION

All amount are in Namibia dollars

Upon registration, students are required to pay minimum as follows:

NAMIBIAN STUDENTS

Qualification	Year 1	Year 2	Year 3	Year 4
School of Nursing				
Certificate in Enrolled Nursing and Midwifery	7,775	7,975	n/a	n/a
Bachelor of Nursing and Midwifery Science	8,694	9,157	9,920	10,235
Post graduate Diploma in Community Health Nursing	9,237	n/a	n/a	n/a
Postgraduate Diploma in Mental Health Nursing	9,548	n/a	n/a	n/a
School of Public and Allied Health				
Certificate in Health Sciences Foundations	7,510	n/a	n/a	n/a
Diploma in Environmental Health Sciences	7,900	8,125	n/a	n/a
School of Social Work & Psychology				

Bachelor of Social Work (Honours)	8,755	9,371	8,315	9,043
School of Pharmacy				
Certificate in Pharmacy	7,752	7,975	n/a	n/a
Diploma in Pharmacy	8,823	9,593	8,117	n/a
School of Education, Communication & Arts				
Certificate in English and Communication	5,710	n/a	n/a	n/a
Bachelor of Education – Upper Primary	9,055	TBD	TBD	TBD
Bachelor of Education – Secondary	9,055	TBD	TBD	TBD

INTERNATIONAL STUDENTS

Qualification	Year 1	Year 2	Year 3	Year 4
School of Nursing				
Certificate in Enrolled Nursing and Midwifery	12,716	13,120	n/a	n/a
Bachelor of Nursing and Midwifery Science	14,558	15,485	17,010	17,640
Post graduate Diploma in Community Health Nursing	15,644	n/a	n/a	n/a
Postgraduate Diploma in Mental Health Nursing		n/a	n/a	n/a
School of Public and Allied Health				
Certificate in Health Sciences Foundations	12,191	n/a	n/a	n/a
Diploma in Environmental Health Sciences	12,972	13,418	n/a	n/a
School of Social Work & Psychology				
Bachelor of Social Work (Honours)	10,680	11,296	10,240	10,968
School of Pharmacy				
Certificate in Pharmacy	12,675	13,120	n/a	n/a
Diploma in Pharmacy	10,748	11,518	10,042	n/a
School of Education, Communication & Arts				
Certificate in English and Communication	8,590	n/a	n/a	n/a
Bachelor of Education – Upper Primary	10,980	TBD	TBD	TBD
Bachelor of Education – Secondary	10,980	TBD	TBD	TBD

Note: The deposit comprises of other fees and tuition fees.

3. REMAINING BALANCE AFTER REGISTRATION

The following shall apply:

- 3.1 Each student is required to pay an instalment of 10% of the remaining balance after 20% deposit (Namibian Students).
- 3.2 Each student is required to pay an instalment of 10% of the remaining balance after 50% deposit (SADC and International Students).
- 3.3 Students also have an option of full payment (year) on tuition at registration or semester payment (twice a year).
- 3.4 Tuition fees paid by installment shall be paid on or before the 7th of each month for 10 months irrespective of the date of enrolment/commencement of classes.
- 3.5 Students in arrears will be suspended from classes until such outstanding fees have been paid in full.
- 3.6 Tuition fees shall be paid fully per course and not per duration of the course irrespective of the date of the start of classes.
- 3.7 A penalty of 9.7% will be charged on late payments.
- 3.8 Students will not be allowed to sit for any exam with outstanding amounts on their account.
- 3.9 No transcripts/examination results shall be released to any student before clearing all outstanding fees.

4. BURSARY STUDENTS

- 4.1 No confirmation letters by Sponsors during the examination period will be accepted for examination admission.
- 4.2 Written proof/contract of bursaries/loan/grant awarded must be provided by sponsored students at registration.
- 4.3 NSFAF students to pay full registration fees and deposits upon registration and required to continue with payments until such a time the student receives a final award letter.

5. GRADUATION FEES

Graduation fees shall be published annually and shall be announced timely.

6. WHTC STUDENT HEALTH FUND

- 6.1 A N\$3,850 Student Health Fund is applicable by all SADC and international students except in the case that a student is already covered by a different Medical Aid (student must provide proof in form of a recent letter from the Medical Aid).
- 6.2 The Fund shall be optional to Namibian students.
- 6.3 A 50% deposit of N\$1,925.00 is payable upon registration.

7. LIBRARY ACCESS FEES

A compulsory amount of N\$900.00 Library fees is payable for an unlimited access of online and other Library Books for each academic year.

8. ONLINE COURSES

8.1 Each qualification is offered one module at a time within a period of four (4) weeks and fees are paid on a modular basis.

8.2 Tuition fees shall be paid fully per module **in advance** and not per duration of the module irrespective of the date of the start of classes.

8.3 Student are exempt from the following fees: registration fees, general levy, technology fees, student union contribution and library fees.

9. OTHER FEES PAYABLE

Students are required to take note of the following applicable fees depending on the course, academic year and mode of delivery;

Other Fees Payable		
	DESCRIPTION	AMOUNT (N\$)
1	Registration Fees (100% payment upon registration fees)	2,750.00
2	General Levy (100% payment in addition to registration fees)	605.00
3	Late registration fee (Payment in addition to registration fee)	1,320.00
4	Exemption fee per module	80% of Module Cost
5	Application fees	230.00
6	Late Application fees	500.00
7	Certificate Replacement (Duplicate)	400.00
8	Transcript of Academic Record	145.00
9	Remarking of examination paper	550.00
10	Printed Proof of Registration (electronic free)	60.00
11	Reprint of Examination Results	110.00
12	Reprint of Examination Timetable/Permit	30.00
13	Replacement of Student card	130.00
14	Aptitude tests for BNSC and CNEM	200.00
15	Admission tests (Diplomas and Certificates)	110.00
16	Cash Transaction and service fees	3% of Deposit
17	Copies	1.50
18	Printing	2.00
19	Library Access Fees (50% payable upon registration)	900.00
20	Student Health Fund	3,850.00
21	Technology Fee (50% payable upon registration)	800.00

22	Graduation fees	2 500.00
23	Student Union Contribution fee 100% payment upon registration fees)	150.00

10. GENERAL TERMS AND CONDITIONS

- a. No cash payments should be made without obtaining an official receipt from Finance.
- b. Students who make payments at Finance should verify their **receipts and change**, before leaving the office. The institution will not be responsible for any mistakes on receipts and or wrong change that may be claimed afterwards.
- c. Only official original receipts will serve as proof that payments have been made at Welwitchia Health Training Centre.
- d. The institution and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.
- e. The WHTC Board of directors reserves the right to amend, all fees payable to the Institution without prior notice.

11. REFUND POLICY

- a. The application fee is not refundable.
- b. Registration fee is not refundable.
- c. Cancellation of course within the first two weeks after registration – 100% of tuition fees.
- d. Cancellation of course within the first four weeks after registration – 50% of tuition fees.
- e. Cancellation of course four weeks (or more) after registration – no refund.
- f. **All refunds will attract a N\$300 Transaction and admin fee).**
- g. Application for refund is done through the finance office and the date of the e-mail or stamped date on receipt by the Finance office will determine the effective date of cancellation.
- h. No refunds of credit balances will be considered without written consent of the donor/sponsor/parent.
- i. Refunds of credit balances will only be paid after registration in March and September every year when the institution's resources allow.

See Annexures A and B for estimated tuition fees.

12. HOSTEL FEES

12.1 Accommodation fees and Wear & Tear

Sel.	Description	Amount(N\$)
1	Accommodation (including Breakfast)	15,733.00
2	Wear and Tear (once-off)	780.00

12.1.1 The accommodation fees are payable in two equal installments at the beginning of each semester. The accommodation fees payable at the beginning of each semester amounts to N\$7,866.50 (N\$15 733 X 50%). The accommodation fees are based on 275 days per year.

12.1.2 Wear and tear fees is payable in full on or before the day of registration.

12.2 Meals (Optional Lunch and Dinner)

Based on 275 days per year, the meals will be as follows:

- Per year N\$22 000.00
- Per semester N\$11 000.00

12.2.1 Bursary holders may be levied 100% of the total meal fees, only if written confirmation has been received.

12.2.2 Non bursary students, who need to make use of meals on Campus, should pay in advance into WHTC bank account and clearly indicate that the student number and “Meals” as a reference. The proof of payment must be presented to the Campus Administrator and the payment will be processed directly on their meal accounts.

12. 2.3 Meal fees will be processed on presentation of proof of a bursary, or presenting an official receipt as proof of payment.

12.2.4 No fees will be transferred from any other account unless that account has a credit balance.

ANNEXURE A: ACADEMIC QUALIFICATIONS FEES

Qualification	Year 1	Year 2	Year 3	Year 4
School of Nursing				
Certificate in Enrolled Nursing and Midwifery	27,344	28,963	n/a	n/a
Bachelor of Nursing and Midwifery Science	34,713	38,417	44,518	47,043
Post graduate Diploma in Community Health Nursing	39,055	n/a	n/a	n/a
Postgraduate Diploma in Mental Health Nursing	34,620	n/a	n/a	n/a
School of Public and Allied Health				
Certificate in Health Sciences Foundations	25,245	n/a	n/a	n/a
Diploma in Environmental Health Sciences	28,367	30,151	n/a	n/a
Postgraduate Diploma in Occupational Health and Safety - Online	32,000	n/a	n/a	n/a
Master of Science in Occupational Health and Safety - Online	32,000	38,000	n/a	n/a
School of Social Work & Psychology				
Bachelor of Social Work (Honours)	22,000	25,080	19,800	23,440
School of Pharmacy				
Certificate in Pharmacy (Pharmacist's Assistant programme)	27,179	28,963	n/a	n/a
Diploma in Pharmacy	22,340	26,190	18,810	n/a
School of Education, Communication & Arts				
Certificate in English and Communication	10,838	n/a	n/a	n/a
Bachelor of Education – Upper Primary	23,000	TBD	TBD	TBD
Bachelor of Education – Secondary	23,000	TBD	TBD	TBD
Postgraduate Diploma in Higher Education	32,000	n/a	n/a	n/a
Master of Science in Higher Education	32,000	38,000	n/a	n/a
School of Commerce and Law				

Postgraduate Diploma in Project Management - Online	32,000	n/a	n/a	n/a
Master of Science in Project Management - Online	32,000	38,000	n/a	n/a
Postgraduate Diploma in Programme and Strategy Management - Online	32,000	n/a	n/a	n/a
Master of Science in Programme and Strategy Management - Online	32,000	38,000	n/a	n/a
Postgraduate Diploma in Business Administration - Online	32,000	n/a	n/a	n/a
Master of Business Administration (MBA) - Online	32,000	38,000	n/a	n/a
Postgraduate Diploma in Monitoring and Evaluation - Online	32,000	n/a	n/a	n/a
Master of Science in Monitoring and Evaluation (MBA) - Online	32,000	38,000	n/a	n/a

ANNEXURE B: NAMIBIA TRAINING AUTHORITY (NTA) COURSES FEES

Course name	Code	Level	Amount
National Vocational Certificate in Horticulture and Crop Husbandry	Q0857	Level 2	14,460
National Vocational Certificate in Farm Machinery and Infrastructure	Q0855	Level 2	14,460
National Vocational Certificate in Livestock Husbandry	Q0858	Level 2	14,460