

WELWITCHIA HEALTH TRAINING CENTRE



STUDENT FEES BOOKLET

2023

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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. REGISTRATION

2.1 Undergraduate Students

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

	Namibian Students	SADC Students	International Students
Registration Fees	2,750.00	2,750.00	2,750.00
General Levy	605.00	605.00	605.00
International levy	0.00	0.00	3,000.00
Student Health Fund	0.00	1,750.00	1,750.00
SRC fee	150.00	150.00	150.00
Technology fee	400.00	400.00	400.00
Library fee	450.00	450.00	450.00
Total	4,355.00	6,105.00	9,105.00

Tuition Fees	25% of Annual Tuition	50% of Annual Tuition	50% of Annual Tuition
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NB* Minimum required at registration is Registration Fees + General Levy + 25% or 50% of Tuition

2.2 Postgraduate Students

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

	Namibian Students	SADC Students	International Students
Registration Fees	2,750.00	2,750.00	2,750.00
General Levy	605.00	605.00	605.00
International levy	0.00	0.00	3,000.00
Student Health Fund	0.00	1,925.00	1,925.00
SRC fee	150.00	150.00	150.00
Technology fee	400.00	400.00	400.00
Library fee	450.00	450.00	450.00
Total	4,355.00	6,280.00	9,280.00
Tuition Fees	25% of Annual Tuition	50% of Annual Tuition	50% of Annual Tuition

NB* Minimum required at registration is Registration Fees + General Levy + 25% or 50% of Tuition

3. TUITION FEES

The following shall apply:

3.1 Namibian Students are required to pay 25% deposit of the total annual tuition upon registration.

3.2 All SADC and international students shall pay a 50% deposit of the total annual tuition fees upon registration

3.3 Each student is required to pay an instalment of 10% of the remaining balance after 25% deposit (Namibian Students).

3.4 Each student is required to pay an instalment of 10% of the remaining balance after 50% deposit (SADC and International Students).

3.5 Students also have an option of full payment (year) on tuition at registration or semester payment (twice a year).

3.6 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.

3.7 Students in arrears of up to two (2) months installments will be suspended from classes until such fees owed have been paid in full.

3.8 Tuition fees shall be paid fully per course and not per duration of the course irrespective of the date of the start of classes.

3.9 A penalty of 9.7% will be charged on late payments.

3.10 Students will not be allowed to sit for any exam with outstanding amounts on their account.

3.11 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. OTHER FEES PAYABLE

Students are required to take note of the following applicable fees depending on programme, 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 Representative Council (SRC) fee 100% payment upon registration fees)	150.00

9. 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

10. 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.

11. ACADEMIC QUALIFICATIONS FEES

	Qualification	Year 1	Year 2	Year 3	Year 4
1	Certificate in Enrolled Nursing and Midwifery	27,344	28,963		
2	Bachelor of Nursing science	34,713	38,417	44,518	47,043
3	Post graduate Diploma in Community Health	39,055			
4	Diploma in Environmental Health	28,367	30,151		
5	Certificate in Pharmacy (Pharmacist's Assistant programme)	27,179	28,963		
6	Certificate in Health Sciences Foundations	25,245			
7	Certificate in English and Communication	10,838			

12. NAMIBIA TRAINING AUTHORITY (NTA) COURSES FEES

	Course name	Code	Level	Amount (N\$)
1	National Vocational Certificate in Crop and Horticulture Production	Q0854	Level 3	14,360
2	National Vocational Certificate in Farm Machinery and Infrastructure	Q0855	Level 2	14,460
3	National Vocational Certificate in Farm Machinery and Infrastructure	Q0856	Level 3	14,360
4	National Vocational Certificate in Horticulture and Crop Husbandry	Q0857	Level 2	14,460
5	National Vocational Certificate in Livestock Husbandry	Q0858	Level 2	14,460

6	National Vocational Certificate in Livestock Production	Q0859	Level 3	14,360
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13. HOSTEL FEES

13.1 Accommodation fees and Wear & Tear

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

13.1.1 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.

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

13.2 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

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

13.2.2 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.

13. 2.3 Meal fees will be processed on presentation of proof of a bursary, or presenting an official receipt as proof of payment.

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