

# BOTHO UNIVERSITY - FEE STRUCTURE

MODE OF STUDY : BLENDED AND DISTANCE LEARNING

REF: GL-FIN-001 | REV 005



## Fee Structure

All Botho University Distance Learning Programmes follow a per semester based fee structure. Apart from a onetime registration fees the semester fee is charged on a standard rate irrespective of the programme opted for. The fees to be charged and the policy relating to fee structure are as detailed below:

Fee Structure Table (for all programmes effective from 1 <sup>st</sup> Jan 2019)		
S.NO	Description of fees	Fee (US\$)
1	Registration fees (one time)	US\$50.00 (one time, non-refundable)
2	Programme Fee (Semester Plan) Bachelor (UG) programme	US\$750.00 (Per Semester)
3	Programme Fee (Installment Plan) Bachelor (UG) programmes	US\$130.00 (Per month for 6 months)
4	Programme Fee (Semester) Masters (PG) programmes	US\$1125.00 (Per Semester)
5	Programme Fee (Installment Plan) Masters (PG) programmes	US\$195.00 (Per month for 6 months)
6	Block Release Fee	US\$100.00 (per day)
7	Rejoining fees	US\$50.00 (one time)
8	Supplementary Exam Fees	US\$ 50.00
9	Transcript Fees	US\$10.00
10	Late Payment Fee (Fine once a month)	US\$10.00
11	Returned /Bounced Payment	US\$30.00
12	Certificate Reprint	US\$30.00
13	Copy of Admission Letter	US\$5.00
14	Copy of receipt	US\$5.00
15	Refund Fee	US\$50

## PAYMENT MODES :

1. **Credit Card** – Payments can be made directly from our website using a valid credit card option. The link to make the payment through credit card is as follows: <http://portals.bothouniversity.ac.bw>

(Should you have difficulty in accessing the link, please email [DL@bothouniversity.ac.bw](mailto:DL@bothouniversity.ac.bw) with subject line : Request for Payment Link)

2. **ELECTRONIC FUNDS TRANSFER (EFT)** – Payments can be directly transferred to the following bank account

	USD ACCOUNT	BOTSWANA PULA ACCOUNT
<b>Account Name</b>	Botho University Pty Ltd	Botho University Pty Ltd
<b>Bank Name</b>	First National Bank (FNB)	First National Bank (FNB)
<b>Account Number</b>	01-9727-1	62512054678
<b>Branch Code</b>	281467 (Main)	281467 (Main)
<b>Currency</b>	USD	BWP
<b>Swift Code</b>	FIRNBWGX	FIRNBWGX

## Fee Payment Terms

- All bank charges applicable for payment of fees should be borne by the students.
- Students are encouraged to choose auto-renewal/budget/stop order option with their financial institution/credit card provider when choosing to pay through every month installment plan. This will avoid any rejoining fees due to payment delays or late credit of payment.
- On any mode of payment students are expected to provide their Full Names, Identification number and the Student Registration Number as reference.

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### FEE POLICY

#### 1. Purpose of the Policy

The purpose of this policy is to set out to explain Programme fee charging principles of the University and how Programme fees are calculated.

#### 2. Scope

The policy is applicable to all Distance Learning students of 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 Programme fees- Semester amounts due to Botho University in respect of services provided

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

3.3 Abbreviations : BU – Botho University, DL – Distance Learning

#### 4. Fee Calculations

4.1 All BU Distance Learning Programmes follow a per semester based fee structure. Apart from a onetime registration fees the semester fee is charged on a standard rate irrespective of the programme opted for.

#### 5. Programme Fee

5.1 The fee is charged to cover for learning materials such as online resources available in the University's Blackboard system and online library access to support the student for the programme opted for.

5.2 The fee does not cover text books. Textbooks wherever necessary must be purchased by the student

5.3 A non-refundable registration fee is applicable (*Ref: Fee Structure table, Page 1 – Item 1*) for every successful registration by a student.

5.4 The "Programme fee" is due upon enrollment and is subsequently paid either once a semester or by monthly installment basis.

5.5 All Students are expected to pay the fees before the commencement of the programme. The student will not be enrolled without the Programme fee being paid.

5.6 Failure to adhere to stipulated payment deadlines (which is 1<sup>st</sup> of every month or the beginning of every semester) will result in credentials of the student being disabled. The course credentials will only be activated upon payment of the rejoining fee as stipulated in the Fee Structure

#### 6. Fee Revisions

6.1 All BU Fees are subject to a 10% annual increase. BU reserves the right to change the fee structure as and when required.

#### 7. Terms for Payment

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

7.2 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.

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

#### 8. Breaks & Discontinuing studies

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

8.2 A student wishing to terminate from their studies should formally apply in writing to the admissions 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.

#### 9. Terms for Rejoining

9.1 Should the student decide to defer their studies and later decide to re-join, there would be a rejoining fee charged to enable his/her credentials in the system.

9.2 The credentials of the student would be disabled upon non-payment of programme fee and would be reinstated only upon payment of rejoining fees. Once a student discontinues from a programme for any reasons including non-payment of fee, there will not be any refund for the fees paid.

#### 10. Refunds & Terminations

10.1 All Administrative fees are non-refundable.

10.2 All approved refund requests will be charged a refund fee of US\$50.00.

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

10.4 Programme 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 availed any services from the institution.

10.5 Refunds are subject to a refund fee. Registration and admission fees are non-refundable unless 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

#### 11. Professional Accounting Programmes

For professional accounting programmes, membership registration, annual subscription and examination fees are payable as per the awarding body standard rates. The responsibility of registering with the awarding body and ensuring all fees are paid within the specified dates lies with the student.

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