

# BOTHO UNIVERSITY - FEE STRUCTURE

## MODE OF STUDY : BLENDED AND DISTANCE LEARNING



Ref: GL-FIN-001 | REV 006 Effective Date:28-Jan-2022

### Fee Structure

All Botho University Distance Learning Programmes follow a monthly fee structure. Apart from a onetime registration fees the monthly 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> Nov 2020)		
S.NO	Description of fees	Fee (US\$)
1	Registration fees (one time, non-refundable)	US\$50.00
2	Programme Fee Bachelor *(UG)programme Lumpsum for 6 months	US\$750.00
3	Programme Fee Bachelor *(UG)programme Lumpsum for 12 months	US\$ 1475.00
4	Programme Fee Bachelor *(UG) programmes Monthly subscription	US\$130.00
5	Programme Fee Masters #(PG) programmes Lumpsum for 6 months	US\$1125.00
6	Programme Fee Masters #(PG) programmes Lumpsum for 12 months	US\$ 2225.00
7	Programme Fee Masters #(PG) programmes Monthly subscription	US\$195.00
8	Block Release Fee (per day)	US\$100.00
9	Rejoining fees (one time)	US\$50.00
10	Exam Fees per module **	US\$ 50.00
11	Returned /Bounced Payment	US\$30.00
12	Certificate Reprint	US\$30.00
13	Copy of Admission Letter	US\$5.00
14	Refund Fee	US\$50.00

\*\*: If the exam has to be taken in a proctored environment.

\* UG- Under Graduate # PG – Post Graduate

### 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	
Account Name	Botho University Pty Ltd
Bank Name	First National Bank (FNB)
Account Number	62808887337
Branch Code	281467 (FIRST PLACE)
Currency	USD
Swift Code	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.
- **Students are advised to indicate the student number and their full name as reference while making a payment. In addition, the proof of payment shall be emailed to [studentaccounts@bothouniversity.ac.bw](mailto:studentaccounts@bothouniversity.ac.bw). Failure to do that will result in payment not credited to your respective accounts.**

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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- Monthly amounts due to Botho University in respect of services provided

3.2 Sponsor – Organizations 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 monthly based fee structure. Apart from onetime registration fees the monthly fee is charged on a standard rate where a student is allowed to study up to a maximum of 60 credits per semester irrespective of the programme opted for. If a student wants to study more than 60 credits, then the student has to take prior approval from the Faculty Deans.

#### 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 textbooks. 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 **start date of the Programme version or module enrolled for** and is subsequently paid on a monthly basis.

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

5.6 The monthly fees are due on 15th of every month. A student is given 7 days of grace period to pay the fees. Failure to pay the fees within this stipulated period will result in credentials of the student being disabled. The course credentials will only be activated upon payment of the dues.

#### 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 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.

#### 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 a contiguous period 12 months. On expiry of this period the student will have to enroll as a new student if the student desires to continue his/her studies with the university.

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 re-join after a break, 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.