

# BDL Fee Policy

Ref: GL-FIN-001 | REV 007

Effective Date: 1 Sep 2022



## 1. Purpose and Scope

- 1.1 The purpose of this policy is to explain how programme and other fees are charged by Botho University for programmes taught in the Blended and Distance Learning mode of study.
- 1.2 The policy also describes expectations of when fees are to be paid and implications of defaulting on fee payment.
- 1.3 The policy is applicable to all Blended and Distance Learning Campus programmes for semesters starting from September 2022.
- 1.4 Semesters that started prior to September 2022 but that may finish on or after September 2022 will still follow the previous Fee Policy (Ref: GL-FIN-001 | REV 006).

## 2. Credit Model

- 2.2 Botho University credit-bearing programmes consist of modules each worth a specific number of credits.
- 2.3 A student completes their programme by passing and accumulating credits in line with the requirements of the programme.
- 2.4 1 credit represents 10 notional or estimated learning hours; thus, a module of 10 credits will typically require about 100 hours of learning during the semester. The estimated learning hours include both guided and independent study time.
- 2.5 The University normally limits the credits that a student can register for to 60 credits for semesters longer than 5 months and to 20 credits for shorter semesters; this is done to ensure that students do not take a load that they cannot manage.
- 2.6 Students wishing to study extra credits will need to apply to the Dean and may be allowed based on past performance and other considerations in line with the Student Handbook/Regulations.
- 2.7 The University recommends that part-time students (those who have other full-time responsibilities) register for no more than 40 credits per semester. The credit value of the module can be known from the Botho University prospectus or website.

## 3. Fee Model

- 3.1 Botho University credit-bearing programmes offered in the Blended and Distance Learning mode follow a credit-based or per-credit tuition fee structure.
- 3.2 Each semester, students can register for one or more modules. The tuition fee is based on the sum of the credits of the modules registered for.
- 3.3 The tuition fee for a given semester will be the total credits registered for that semester multiplied by the per credit fee plus any surcharge if applicable.
- 3.4 The student's semester tuition fee is calculated at a rate of USD13.00 per credit for undergraduate programmes and a rate of USD19.50 per credit for postgraduate programmes. The examples below provide an illustration of how to calculate the semester tuition fee:
  - 3.4.1 If the student registers for modules worth a total of 20 credits, the semester tuition fee will be USD260 (USD13.00 x 20 credits) for undergraduate study or USD390 (USD19.50 x 20 credits) for postgraduate study.
  - 3.4.2 If the student registers for modules worth a total of 40 credits, the semester tuition fee will be USD520 (USD13.00 x 40 credits) for undergraduate study or USD780 (USD19.50 x 40 credits) for postgraduate study.
  - 3.4.3 If you register for modules worth a total of 60 credits, the semester tuition fee will be USD780 (USD13.00 x 60 credits) for undergraduate study or USD1170 (USD19.50 x 60 credits) for postgraduate study.
- 3.5 The per-credit fee plus any surcharge on specific modules include tuition, access to learning material available on the University's virtual learning environment and online library, and normal examination fees; additional fees will be charged for a supplementary examination if required. The tuition fee does not cover textbooks. Textbooks wherever necessary must be purchased by the student.
- 3.6 The per-credit fee is due before the start of the semester, or the module registered for. If the student registers only after the semester has started (through late registration), the per-credit fee is due immediately.
- 3.7 While the per-credit tuition fee is charged and fully due at the start of the semester, as a flexibility benefit to Blended and Distance Learning students, students have the option to pay the tuition fee in instalments of USD130 per month for undergraduate programmes and USD195 per month for postgraduate programmes payable at the start of the semester and on the first of every following month.
- 3.8 For students registered for over 60 credits, the per-credit tuition fee for the additional credits registered over 60 will need to be settled with the first instalment.
- 3.9 Delay in paying the monthly instalment may result in the student being dropped out of the programme as a financial dropout.
- 3.10 The tuition fees for a semester must be fully cleared before proceeding to the next semester.
- 3.11 The following administrative fees are charged and are non-refundable.
  - 3.11.1 Registration Fee:** USD50.00 charged and immediately payable once upfront when the student first enrolls with Botho University for a given programme.
  - 3.11.2 Supplementary Examination Fee:** USD50.00 charged and immediately payable when a Supplementary Examination is required. Students are urged to refer to the Student Handbook/Regulations on rules for Supplementary Examination eligibility.
  - 3.11.3 Reinstatement Fee:** USD50.00 charged and immediately payable if the student is dropped out (such as for non-payment of regular fees) and are reinstated (such as by clearing outstanding dues).

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- 3.11. 4 Rejoining Fee:** USD50.00 charged and immediately payable if the student takes a break of a semester or more and then rejoins thereafter.
  - 3.11. 5 Refund Fee:** USD50.00 charged and deducted from any approved refund to the student.
  - 3.11. 6 Returned or Bounced Payment Fee:** USD30.00 charged and immediately payable if a student's cheque payment is returned or bounced by the bank.
  - 3.11. 7 Certificate Reprint Fee:** USD30.00 charged and immediately payable if a student requests a reprint of their certificate.
  - 3.11. 8 Admission Letter Reprint Fee:** USD5.00 charged and immediately payable if a student requests a reprint of their admission letter.
  - 3.11. 9 Late Registration:** USD15 per module for registration done after closure of the pre-registration period.
- 3.12 All fees are in US Dollars (USD) and subject to an increase of up to 10% every year.
- 3.13 Botho University reserves the right to change the fee structure.
- 3.14 The payment of fees is the responsibility of the student and if a student's sponsoring authority (if any) fail to make payments on time, the student will be termed as a fee defaulter and given a financial dropout status. The student will then lose all access to the learning management system and will be unable to continue their studies or be allowed to register for the following semester. The student is fully responsible for missing any assessments or catching up on missed learning should they then be reinstated.

## 4. Breaks, Termination and Refunds

- 4.1 Students wishing to take a break should formally apply in writing to the Manager Assessments and Registry Department. The maximum permissible period cannot exceed a continuous period of 12 months. On expiry of this period the student will have to enrol as a new student if the student desires to continue their studies with the University. A student will be charged a rejoining administrative fee when rejoining after a break of a semester or more.
- 4.2 A student wishing to terminate their studies should formally apply in writing to the Manager Assessments and Registry Department, who will issue an internal approval letter. In the case of an external agency sponsorship, an approval letter from the sponsor will also be required.
- 4.3 All administrative fees are non-refundable and all approved refund requests will be charged a refund fee. For programmes where external partners may be involved, a refund of fees will not be possible.
- 4.4 Per-credit 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 availed any services from the institution.
- 4.5 Registration and admission fees are non-refundable unless Botho University cancels or changes the scheduled start of classes; in such a case no refund fee will be charged.

## 5. Payment Methods and Terms

- 5.1 Student portal: Payments can be made directly using a valid debit or credit card through the student portal accessible through the URL: <https://portal.bothouniversity.ac.bw/>. Any student having difficulty in accessing the link should email [DL@bothouniversity.ac.bw](mailto:DL@bothouniversity.ac.bw) with subject line "Request for Payment Link".
- 5.2 Electronic Funds Transfer or EFT: Payments can be directly transferred to the following bank account with the student's full name and student number as reference when making the payment. The proof of payment should be emailed to [studentaccounts@bothouniversity.ac.bw](mailto:studentaccounts@bothouniversity.ac.bw). All bank charges applicable for payment of fees should be borne by the student. Students are encouraged to choose auto-renewal/budget/stop-order option with their financial institution or credit card provider when choosing to pay through the monthly instalment plan to avoid being dropped out due to payment delays or late credit of payment. Failure to clearly indicate the student number and full name as reference, and failure to send the proof of payment will result in the payment not being credited to the student's accounts.

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

- 5.3 Cash Payment: Cash, credit card or debit card payments may be done in-person at the Accounts Department at the Botho University, Gaborone, Botswana campus. Cash payments are accepted at the Botswana Campus only in BW currency at an exchange rate fixed by the University from time to time after considering the market cash selling rate for USD. Students or sponsors paying in person will be required to have the following documents for fee payment above BWP10,000:
  - 5.3.1 Certified Omang or passport copy
  - 5.3.2 Proof of source of funds OR signed sponsorship letter from parents or guardians stating source of income OR signed sponsorship letter from sponsoring institution
  - 5.3.3 Proof of residence (utility bill, affidavit or title deed)