

Student Orientation - Finance

January 2023 Intake



CAVENDISH
UNIVERSITY
ZAMBIA

*Success begins at
Cavendish University*

Payment Regulations

- All students must pay 100% of fees for each academic year in advance that is, at the beginning of each semester.
- A student who is unable to pay in advance shall be required to pay at least 10% of their tuition fees and write down the agreement for the remaining balance to be paid in 3 instalments following the academic calendar to be registered and be allowed in class.
- Instalment payments may be negotiated and obtained from the Director of Finance and the beneficiary must sign the contractual agreement and must abide by it. All payment plans must be signed at the beginning of the semester.

Payment Plans:

Students who don't pay 100% of tuition fees need to sign off a payment plan to advise when payment will be done. Students must strictly adhere to the payment plan and due dates.

Due Dates:

- Students are expected to pay 50% before week four after commencement of the semester failure to do so penalty of 350 will be charged.
- 75% of tuition and fees before week eight (8) after commencement of the semester failure to do so penalty of 200 will be charged.
- 100% before end of week twelve (12) after commencement of the semester failure to do so penalty of 200 will be charged.
- All tuition fees need to be settled before undertaking any exams

10% Discount:

- Students who pay 100%;
 - (i) prior to commencement of the semester or
 - (ii) at registration or
 - (iii) prior and up to Week 4 from commencement of the semester

enjoy a 10% discount on tuition fees.

- Students who refer a student who fully registers/enrols and pays 100% (or 50%) will receive a 10% discount

All payments should be made through the CUZ bank accounts listed below:

Local Students:

Bank Name – Zambia National Commercial Bank
Account Name: Cavendish University Zambia
Branch Code: 03
Swift Code: ZNCOZMLU
Account No.: - Bill Master A/c No. 1565614700132

Bank Name – First National Bank (Z) Limited
Account Name: Cavendish University Zambia
Branch Code: 260002
Swift Code: FIRNZMLX
Account No: - 62272049919

International Students (Billed in US Dollar only):

Bank Name – Zambia National Commercial Bank
Account Name: Cavendish University Zambia
Branch Code: 03
Swift Code: ZNCOZMLU
Account Number – 1565614500674

Bank Details

Branch Name - United Bank for Africa Cairo Branch

Account Name: Cavendish University Zambia

Branch Code: 370000

Swift Code: UNAFZMLU

Sort Code: 370003

Account No: - **9030160012596 ZMW**

Branch Name - United Bank for Africa Cairo Branch

Account Name: Cavendish University Zambia

Branch Code: 370000

Swift Code: UNAFZMLU

Sort Code: 370003

Account No: - **9030130007335 USD** (For all students quoted in USD\$)

There are four ways in which to make payments:

1. Directly to the bank (FNB/ZANACO) through

➤ physical deposit at a Branch

➤ online transfer to the banks (using telegraphic transfer/ DDAC from the students respective bank either locally or internationally)

➤ ATM deposit at Bank (FNB only at the moment)

➤ Branch deposit (Recommended)

2. Swipe using a Point of Sale Machine in the CUZ Revenue Office (Recommended)

3. ZANACO Express Agents found across the country denoted with an express agent signage.

ZANACO BILLMUSTER PAYMENT METHOD

Please note that you are required to fill in a **Bill Muster deposit slip** at the ZANACO Branch BEFORE making any payment. Use the correct student ID Number. Bill Muster Deposit slips can be found at your nearest ZANACO Branch.

Whenever a payment is being made through any of the above methods, students must provide their student ID number and full names and fill in necessary forms correctly to ensure that payments are allocated to their student accounts

Original copy of the bank deposit slip must be presented to the Accountant to obtain a receipt for proof of fees payment.

Email Addresses:

Finance Director – dnkole@cavendish.co.zm for negotiation of payment plans and sign-off

Chief Accountant – rntalasha@cavendish.co.zm for queries on student accounts

Management Accountant– smwamba@cavendish.co.zm for queries on international payments/discounts

Revenue Supervisor– mdaka@cavendish.co.zm for queries on invoicing and quotations

Revenue Officer – jchenggo@cavendish.co.zm for receipting/invoicing and queries on payment updates

Accounts Assistant – smwale@cavendish.co.zm for receipting/invoicing and queries on payment updates

Thank You



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