



Office of the Deputy Vice Chancellor (Finance & Administration)

**Department of Financial Services**

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**MEMORANDUM**

**Ref:** UBSA5/18  
**To:** Staff and Students  
**From:** Acting Director, Financial Services  
**Date:** 26 August 2020  
**Subject:** Revised Student Tuition Fee Payment Plans

The University community is informed that in order to further assist students with tuition payment, Management has revised student tuition and related fees payment plans with immediate effect as follows:

- i. 1<sup>st</sup> instalment of at least 25% of the tuition and related fees, paid before registration.
- ii. The 2<sup>nd</sup> instalment of 25% of the tuition fee, by the end of the first month following registration
- iii. The 3<sup>rd</sup> instalment of 25% of the tuition fee, by the end of the second month following registration; and
- iv. The 4<sup>th</sup> instalment of 25% of the tuition fee, by the end of the third month following registration.

This plan will be open to all students who have been admitted to the University and have cleared off their previous academic period's outstanding balances if any.

This plan only relaxes the upfront deposit from 50% to 25% and introduces the fourth instalment of 25% while all other conditions remain the same.

Thank you

Kenneth O Mabote  
**Acting Director, Financial Services**

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