



# FINANCIAL PROCEDURES

The information below outlines the University of Botswana banking details that prospects/students need to use in paying their fees.

## 1. Existing Student

- 1.1. University students may pay fees at any branch of **First National Bank** of Botswana to University of Botswana bank account number **62130787601**. After paying your fees, you may proceed through the Student Debtors Finance office at **Block 139, Office 144 (Student Centre)** for un-blocking, with a copy of the deposit slip referenced with your student identity number. You may now register online or seek guidance from your Faculty if you have any queries.

*For international payments, students may pay into our Standard Chartered Bank Account details of which are as follows:*

<b>Account Name:</b>	<b>University of Botswana</b>
<b>Account Number:</b>	<b>0100110109600</b>
<b>Branch code:</b>	<b>662167</b>
<b>Swift code:</b>	<b>SCHBBWGX</b>

*Copies of proof of payment, (with full student names and student number noted on them) should immediately be sent by fax to: +267 3951326 or +267 3959 390 or e-mailed to [Studentpayments@mopipi.ub.bw](mailto:Studentpayments@mopipi.ub.bw). For assistance you may call +267 355 4633/4634*

- 1.2. Students who are in receipt of sponsorship letters must deliver copies of the same and get financial clearance from Student Debtors office at **Block 139, Room 144 (Student Centre)** or follow the guidelines provided during registration before registering online. You may seek guidance from your respective Faculties to complete online registration.

## 2. Prospective Students

- 2.1. Candidates or prospective students who wish to apply for admission may pay application fees at the following banks:  
**First National Bank** of Botswana to University of Botswana bank account number **62130787601, Corporate Branch**  
**Barclays Bank** of Botswana to University of Botswana bank account number **3761645**  
**Standard Chartered Bank** of Botswana to University of Botswana bank account number **0100110109604**

For payment of Application Fee from outside Botswana, please deposit the fee into the following Standard Chartered Bank Account:

<b>Account name:</b>	<b>University of Botswana</b>
<b>Account number:</b>	<b>0100110109604</b>
<b>Branch code:</b>	<b>662167</b>
<b>Swift Code:</b>	<b>SCHBBWGX</b>

- 2.2 A copy of the deposit slip (with your name & ID written on) should be attached to Application Forms when these are submitted or sent to **Postgraduate Admissions Office** of the University of Botswana, School of Graduate Studies. Applicants who pay fees in this manner need not queue at University Cashier's Office for payment before submitting application forms. This method of payment also avoids acquisition of post office Postal Orders for onward transmission to the University as a form of payment.

- 3 International students residing in Botswana should bring with them copies of employment contract and residence/work permit for their parent(s). For self-employed, bring tax certificate, company certificate and residence/work permit. Such students should also present passports for appropriate identification by country of origin.

## 4 Payment Plan for privately sponsored students

Effective **2017 2018 semester two**, privately sponsored students are allowed to pay tuition fees in **three installments** as follows:

- 1<sup>st</sup> installment of at least 50% of the tuition fee, before registration
- 2<sup>nd</sup> installment of at least 25% of the tuition fee, by the end of the first month following month of registration
- 3<sup>rd</sup> installment of at least 25% of the tuition fee, by the end of the second month following the month of registration.



# SCHEDULE OF FEES

## UNIVERSITY OF BOTSWANA SCHEDULE OF FEES

PROGRAMMES	FEES IN PULA	
	2019/2020	
	ANNUAL FEE	FEE FOR ONE CREDIT
<b>Undergraduate Programmes</b>		
<b>Certificates</b>		
<b>Science &amp; Engineering</b>		
Resident Students	37 200	1240
Non-Resident Students	74 700	2490
<b>Other Faculties</b>		
Resident Students	28 200	940
Non-Resident Students	56 100	1870
<b>Diplomas</b>		
<b>Science &amp; Engineering</b>		
Resident Students	37 200	1 240
Non-Resident Students	74 700	2 490
<b>Other Faculties</b>		
Resident Students	28 200	940
Non-Resident Students	56 400	1880
<b>Bachelors</b>		
<b>Science &amp; Engineering</b>		
Resident Students	37 200	1 240
Non-Resident Students	74 700	2 490
<b>School of Medicine</b>		
Resident Students	41 400	1 380
Non-Resident Students	82 500	2 750
<b>Other Faculties</b>		
Resident Students	28 200	940
Non-Resident Students	56 100	1870
<b>Postgraduate Programmes</b>		
<b>Postgraduate Diplomas</b>		
Resident Students	30 300	1010
Non-Resident Students	45 600	1 520
<b>Masters Programmes</b>		
<b>Science &amp; Engineering</b>		
Resident Students	33 120	1 380
Non-Resident Students	49 680	2 070
<b>MBA</b>		
Resident Students	37 920	1 580
Non-Resident Students	57 120	2 380
<b>School of Medicine</b>		
Resident Students	36 480	1 520
Non-Resident Students	54 480	2 270
<b>Other Faculties</b>		
Resident Students	26 160	1 090
Non-Resident Students	39 360	1 640
<b>MPhil Science &amp; Engineering</b>		
Resident Students	33 120	1 380
Non-Resident Students	49 680	2 070
<b>Other MPhils (Other Faculties)</b>		
Resident Students	26 160	1 090
Non-Resident Students	39 360	1 640
<b>PhD Science &amp; Engineering</b>		
Resident Students	13 200	550
Non-Resident Students	19 680	820

<b>PhD (Other Faculties)</b>		
Resident Students	10 320	430
Non-Resident Students	15 360	640
<b>* Based on normal load of 30 credits for undergraduates , 24 credits for post graduate students and 8 credit for DABS</b>		
<b>**Students are kindly advised to note that with this schedule of fees, there is an additional list of fees, (excursion fees), that shall be levied over and above the normal tuition fee for each course listed under Excursion Course List below.</b>		
<b>PART-TIME PROGRAMME</b>		
<b>Diplomas( DABS)</b>	4040	
<b>(Excluding cost of book )</b>		
<b>International students fee(Undergraduate/Post-graduate)</b>		
<b>Administration Fee</b>		
Students from Africa	4 480	
Students from other Continents	6610	
<b>Group Study Abroad</b>		
Students from Africa	1 130	
Students from other Continents	1 780	
<b>Group Study Abroad (Special Service) =20% of the cost of activity</b>		
<b>Other Fees</b>		
Supplimentary fee per Subject	240	
Graduation fee	220	
<b>Application Fee</b>		
Resident Students	350	
Non-Resident Students	690	
<b>Late Application Fee</b>		
Resident Students	520	
Non-Resident Students	1030	
<b>Student Life Fee</b>	130	
Late Registration Fee/Day (Returning Students) (maximum 14 days)	210	
Late Registration Fee/Day (New Students) (maximum 14 days)	120	
<b>Transcript Fee</b>	50	
<b>Identity Card Fee</b>	70	
<b>Accommodation Fee</b>		
Under Graduate Full Time Student/Annum	7 740	
Under Graduate Hostel Fee during Holidays/Day	40	
<b>Under Graduate Hostels For Non-Students</b>		
During Holidays/Day	260	
<b>Graduate Hostels/Annum</b>	13 080	
<b>Graduate Hostels/Annum(Including Holidays)</b>	18 720	
<b>Graduate Hostels Fee during Holidays/Day</b>	120	
<b>Graduate Hostels For Non-Students</b>		
During Holidays/Day	580	
<b>Laundry Fee/Annum</b>	830	