

Application form fee
K 120.00

Zanaco Bank
Branch : Lusaka Business Centre
Account Name: Cavendish University Zambia
A/c no. 1565 6145 00 169
Swift code : ZNCO.ZM.LU
Branch code : 03



Please
Attach 2 Passport
size Photos

Cavendish University Zambia (CUZ)

Head Office: Third (3rd) Floor, Provident House. Cairo Road, Lusaka.

Campuses: Cairo Campus, Zimco Campus, 2nd Floor Zimco House / Munali Campus, Handsworth Park

P.O Box 34625, Lusaka. **Tel:** +260 211-230106/230991.

Email: cavendish@cavendish.co.zm **Website:** www.cavendishza.org

APPLICATION FOR ADMISSION

Full Names: _____

Programme: _____

Intake: January April July October

Session: Day Evening Weekend Distance Learning

Sex: Male Female **Title:** Prof./Dr./Mr./Mrs./Ms./Miss _____

First Name:	Last Name:
Date of Birth:	Nationality:
NRC #:	Passport #:
Postal Address:	Residential Address:
Tel Number/s:	Mobile:
Email Address:	

ATTACH ALL RELEVANT CERTIFICATES AND TRANSCRIPTS

Brief Details of Work Experience (attach your CV):

SPONSOR

Please Tick

Self

Parent

Guardian

Employer

Name:

Contact Number's:

Postal Address:

Email:

Market Research (Please answer the following question):

How did you learn about Cavendish University (Specify which media)?

Why have you chosen Cavendish University and this particular programme?

How do you think the programme applied for will help you academic plans / career ambitions?

Please write a brief statement about yourself including details of your hobbies and interests.

2013 TUITION FEE PAYMENT TERMS AND CONDITIONS

1. Fees published are fixed for one academic year
2. The Annual fees will be split and payable in two semesters of a year
3. All new students or those commencing a new programme must pay a non-refundable administration fee of K350.00 upon registration
4. All new and returning students must pay a non-refundable annual use fee of K370.00 at the beginning of an academic calendar
5. All new and returning must pay 100% semester tuition fees before •of the semester.%
6. However, the event that a student is unable to settle the full cost of fees at commencement, they will be required to pay a minimum of 50% of the semester's tuition fees which will be subject to a K300.00 administration fee and payment plan.
7. The payment plan means the balance will be made in two equal instalments as follows;

Intake	1st Installment (50%)	2nd Installment due date	3rd Installment due date
January Intake	Before Semester commencement	28th February	30th March
April intake	Before Semester commencement	30th May	30th June
July Intake	Before semester commencement	30th August	30th September
September	Before semester commencement	30th October	30th November
Note*			
<ul style="list-style-type: none"> • The University will accept Post-Dated Cheques as a preferred mode of commitment • The Sponsor must sign the Guarantee to Pay Commitment form/plan 			

8. If a student fails to pay on agreed published payment dates (refer to 7 above) they will not be able to attend classes nor sit for any examination nor receive any service from the University
9. Refer to Drawer Cheques shall attract penalty of K500 (processing/administration charges to Cavendish University Zambia) Note that under the laws of Zambia, it is a criminal offense to bounce a cheque and an individual can be arrested and prosecuted.
10. In the event of any withdraw from the University or change of programme, there will be no refund on tuition and/or exemption fees unless;
 - a. The University is not able to run the programme.
11. Programmes will only run if justified by demand
12. CUZ Management will be happy to offer advice relating to University application, examination entries, etc, however, it is the student's own responsibility to ensure that all applications, registration of entries, of whatever nature, are in order and sent off by the appropriate closing dates.
13. While programme start and end dates are not expected to change, the University reserves the right to alter dates in order to facilitate or improve the provision of the programme and its examinations. These changes will in no way affect the other terms and conditions of the student's contract with the University.
14. The University reserves the right to amend without notice and at its entire discretion phrases or statements and also amend or withdraw facilities and other matters contained or referred to in this document.

Sign: _____ Date: _____

KINDLY NOTE THAT ALL PAYMENTS MUST BE DEPOSITED IN THE CAVENDISH UNIVERSITY BANK ACCOUNT: SEE FRONT FOR BANK DETAILS

For Official Use

Faculty Decision : Admitted

Exempted

Rejected

Other

Comments: _____

Authorisation Signature: _____

Date: _____