

**ZANACO BANK**

Branch Code: 03

Swift Code: ZNCO.ZM.LU

A/C: 1565614700132 (K120.00)

USD A/C: 1565614500674 (\$25)



Please  
Attach 2 Passport  
size Photo

## **Cavendish University Zambia (CUZ)**

(A University Registered with Ministry of Higher Education with Certificate No. CU/LSKR/39/16)

Head Office: Cavendish House, Villa Elizabetha, Washama Road, Lusaka.

Campuses: Cavendish House campus, Cairo campus, Munali Campus.

P.O Box-34625, Lusaka. Tel: +26 0211-387-600

Email: [cavendish@cavendish.co.zm](mailto:cavendish@cavendish.co.zm) Website: [www.cavendishza.org](http://www.cavendishza.org)

### **APPLICATION FOR ADMISSION**

**Full Name:** \_\_\_\_\_

**PROGRAMME**

**First Choice:** \_\_\_\_\_

**Second Choice:** \_\_\_\_\_

**Intake:** January ☐ April (Distance Learning Only) ☐ July ☐ October (Distance Learning Only) ☐

**Session:** Day ☐ Evening ☐ Weekend ☐ Distance Learning ☐ **Year:** \_\_\_\_\_

**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:	
<b>ATTACH ALL RELEVANT CERTIFICATES AND TRANSCRIPTS</b>	
Brief Details of Work Experience (attach your CV):	
Parent/Guardian/Sponsor's Name:	
Tel Number/s:	Cell Number:
Postal Address:	
Email:	
<b>Market Research</b> (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 your academic plans / career ambitions?	

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

#### 2016 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 students must pay 100% semester tuition fees before the semester begins.
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	Before Semester Intake	commencement	28th February	30th March
April	Before Semester		30th May	30th June
July	Before semester	commencement	30th August	30th September
September	Before semester	commencement	30th October	30th November
<b>Note*</b> <ul style="list-style-type: none"> <li>• The University will accept Post-Dated Cheques as a preferred mode of commitment</li> <li>• The Sponsor must sign the Guarantee to Pay Commitment form/plan</li> </ul>				

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 MADE IN THE CAVENDISH UNIVERSITY ACCOUNT: SEE FRONT FOR BANK DETAILS**

**For Official Use**

Faculty Decision: Admitted

☐

Exempted

☐

Rejected

☐

Other

☐

Comments:

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Authorisation Signature:

Date:

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