



International Training College Lingua

Accredited Institution of Learning

Full-Time/Part-Time/Distance Studies

FEES: 2014

FEE STRUCTURE REGISTRATION: FOR JANUARY & JUNE 2014 INTAKE

REGISTRATION (All courses/qualifications: January Intake)

- Until 30 November 2013 : N\$400.00
- From 01 December – 31 December 2013 : N\$500.00
- From 01 January 2013 until 05 March 2014: N\$600.00

JUNE INTAKE

- Until 30 June :N\$400
- From 01 July to 31 July :N\$500
- From 01 August to 15 August :N\$600

DEPOSIT : N\$1000.00

**** The above fees must be paid before classes can be started**

*** The Registration fee is non- refundable**

The following fees apply to Certificate, Diploma & Advanced Diploma Courses/Qualifications

YEAR COURSES: FEES PER YEAR COMPULSORY FEES <u>AFTER</u> PAYMENT OF THE DEPOSIT									
	YEAR 1	YEAR 1 Non Namibians	Monthly Installment Namibians only	YEAR 2	Non Namibians	Monthly Installment Namibians only	YEAR 3	Non Namibians	Monthly Installment (Namibians Only)
Accounting & Finance	N\$10 000.00	N\$11 000.00	N\$1000.00	N\$10 500.00	N\$11500	N\$1050.00	N\$11 000.00	N\$12 000	N\$1100.00
Business Admin	N\$10 000.00	N\$11 000.00	N\$1000.00	N\$10 500.00	N\$11500	N\$1050.00	N\$11 000.00	N\$12 000	N\$1100 .00
HRM	N\$10 000.00	N\$11 000.00	N\$1000.00	N\$10 500.00	N\$11500	N\$1050.00	N\$11 000.00	N\$12 000	N\$1100.00
Tourism	N\$10 000.00	N\$11 000.00	N\$1000.00	N\$10 500.00	N\$11500	N\$1050.00	N\$11 000.00	N\$12 000	N\$1100.00
Office Admin	N\$10 000.00	N\$11 000.00	N\$1000.00	N\$10 500.00	N\$11500	N\$1050.00	N\$11 000.00	N\$12 000	N\$1100.00
IT	N\$11 500.00	N\$12 500.00	N\$1150.00	N\$12 000.00	N\$13000	N\$1200.00	N\$12 500.00	N\$13 500	N\$1250.00

NON – NAMBIANS WILL NOT BE ACCEPTED UNLESS PAYMENT HAS BEEN RECEIVED IN FULL.

NB: Monthly installments are calculated from 31 January until 31 October (January Intake) and 30 June to 31 May whether registration was done late or not.

PAYMENT REQUIREMENTS

- The above fees cover Only Tuition fees and **Does Not** include the deposit
- Examination and other fees are NOT included in the above fees
- Students **MUST** buy their own textbooks.
- N\$190.00 must be paid in addition to tuition fees for the prospectus and student card.
- Please note that a discount of N\$1000.00 will apply for cash payments - payments made in full (All fees paid – Examinations included). This discount is only valid until 28 February 2013(January intake) and 31 July (June Intake).
Not applicable to foreign students
- **All accounts must be settled in full by 30 October 2014 (January Intake) & 30 April (June Intake).**
- **Account to be paid up to date by 30 April to sit for June Entrance Exam Test (Exam first week in May) whether late registration has been done or not.**
- **50% of total year fees to be paid by 31 May 2014 (January Intake). June Intake: 30 November.**
- **100% of Year fees to be paid by 31 October 2014. June Intake: 30 April.**

All foreign students MUST pay the total year fees before classes can be started.

- Repetition of a course/module/Single Subjects : N\$450 per module
- The total outstanding year fees must be paid before any student will be allowed to sit for the final examinations.

EXAMINATION FEES

- Examination Fees : N\$600 (to be paid by 31 August each year) – Year Courses
- Final Examinations (For final Year students) : N\$2500 (To be paid by 31 August)

Rebates (Not applicable to Foreign Students)

Rebate of 10 % is allowed for two or more family members studying full-time at International Training College – Lingua (Year Courses Only, Not applicable to Single Subjects or short courses)

Refunds

Written demands must be made to the Office of the Head of the Institution outlining the reason for the cancellation. Refunds will be done according to the following cancellation applications.

- Registration fee : Non – refundable
- Cancellation of course on or before 01 March : 50% refund (Students will still be responsible for 50% of total tuition fees for year)
- June Intake : cancellation within 3 weeks after commencement of course : No refund
- Cancellation of course after 01 March : No refund (Students will be responsible for the full year fee)
- Cancelling of supplementary exams after registration : No refund
- Students not admitted for a course : 100% Refund (excluding the registration fees)
- Students registered for a course which cannot be offered due to circumstances (e.g. student numbers not sufficient) : 100% Refund (including registration fees)
- Foreign Students : No refund

Monthly payments received after the 7th of each month: Late fee charge of 10% added to monthly payment.

PLEASE ATTACH THE ORIGINAL DEPOSIT SLIP TO YOUR APPLICATION FORM	
➤ BANK:	FIRST NATIONAL BANK (FNB)
➤ BRANCH:	SME BUSINESS UNIT
➤ BRANCH CODE:	280172
➤ ACCOUNT NAME:	LINGUA CONSULTANCY SERVICES
➤ ACCOUNT NUMBER:	62034752320
➤ REFERENCE:	APPLICANT'S FULL NAME