



**ZAMBIAN OPEN UNIVERSITY
OFFICE OF THE REGISTRAR**

CIRCULAR

TO : ALL STUDENTS

FROM : ACTING REGISTRAR

DATE : 12TH APRIL, 2023

SUBJECT : PAYMENT OF FEES

The Zambian Open University (ZAOU) wishes to inform all students that **in order to lessen the pressure** on payment of fees, the students are encouraged to pay fees in three installments as follows;

1.1 The first installment of at least 50% of the semester fees to be paid before course registration,

- 1.1.1 ZMW3, 555.00 for (ODL) undergraduate**
- 1.1.2 ZMW4000.00 for Full-Time Undergraduate**
- 1.1.3 ZMW 4500.00 for Masters**
- 1.1.4 ZMW 5500.00 for PhD**

1.2 The Second installment of at least 25% of the semester fees to be paid before submission of Assignment two;

- 1.2.1 ZMW1,778.00 for (ODL) undergraduate**
- 1.2.2 ZMW2000.00 for Full-Time Undergraduate**
- 1.2.3 ZMW 2250.00 for Masters**
- 1.2.4 ZMW 2750.00 for PhD**

1.3 **The third and final installment of at least 25% of the semester fees to be paid before registration for examinations;**

1.3.1 **ZMW1,778.00 for (ODL) undergraduate**

1.3.2 **ZMW2000.00 for Full-Time Undergraduate**

1.3.3 **ZMW 2250.00 for Masters**

1.3.4 **ZMW 2750.00 for PhD**

1.4 **PLEASE NOTE THAT STUDENTS WHO PAY FEES IN FULL BEFORE REGISTRATION WILL GET A 5% DISCOUNT**

1.5 Fees should be deposited in the Following **Zambian Open University Bank Accounts:**

a) **Zambia National Commercial Bank (ZANACO)**
Zambian Open University Bill Muster

Zambian National Commercial Bank (ZANACO)

Branch: Manda Hill

Account No: 1031176500166

Swift Code: ZNCOZMLU

Sort Code: 010078

b) **Zambia Industrial Commercial Bank Ltd**

Account Number: 1010000090121

Branch: Lusaka Business Center

Swift Code: ZICBZMLU

Sort Code: 15 00 00

c) **National Savings & Credit Bank (NATSAVE)**

Account Name: Zambian Open University

Account Number: 2080752558902

Swift Code: INZAZMO

Branch: Lusaka Main

Sort Code: 580010

1.2 Students should obtain a **receipt from the nearest ZAOU** office upon presentation of the deposit slip, where they can also register for courses.

1.3 A scanned copy of the deposit slip should be emailed together with the **course Registration Form**, which can be downloaded from the **ZAOU website: www.zaou.ac.zm**, for those students who are not able to travel to the nearest ZAOU offices.

2.0 COURSE REGISTRATION

Course registration should be done after **payment of fees** as prescribed above. The Course Registration Form, which can be downloaded from the ZAOU website www.zaou.ac.zm can also be sent on request (email: admissions@zaou.ac.zm)

For more information, please contact us on any of the following WhatsApp numbers and email addresses:

- (a) Mrs. Bridget Kandindima, email: admissions@zaou.ac.zm, bridget.kandindima@zaou.ac.zm, **0976123055**
- (b) Mrs. Audrey Chipunza, Learner Support Supervisor, audrey.chipili@zaou.ac.zm, **0772024048**
- (c) Mr. Joshua Mwale: Senior Assistant Registrar-Academic Affairs, Joshua.mwale@zaou.ac.zm, **0957831980, 0766717133**

We can also be contacted through any of the following centres:

- a. ZAOU Main Campus, on Unity Road, Lusaka West, admissions@zaou.ac.zm, 0976123055
- b. Lusaka Regional Manager: Mrs. Maina Ng'andu, maina.kaleba@zaou.ac.zm, 0977826449
- c. Chipata Regional Office: Dr. Francis Sinzala, francis.sinzala@zaou.ac.zm, 0979625320 and Mr. Lennox Lupiya on lennox.lupiya@zaou.ac.zm, 0974709619,
- d. Kabwe Regional Office: Mr. Chitambo, mwamichitambo@gmail.com, 0973614703
- e. Kasama Regional Manager: Dr Alexander Mulenga, alexander.mulenga@zaou.ac.zm, 0977615235
- f. **Kitwe Regional Manager:** Mrs. Lillian Daka, Lillian.daka@zaou.ac.zm, 979968669
- g. **Livingstone Regional Office:** Mrs. Mary Ngoma, mary.ngoma@zaou.ac.zm, **0977702905**
- h. **Mansa Regional Manager:** Mrs. Precious Mubanga, precious.mubanga@zaou.ac.zm, **0977817631,**
- i. **Mongu Regional Office :** Mrs. Audrey Chipunza, Learner Support Supervisor, audrey.chipili@zaou.ac.zm, 0772024048
- j. **Solwezi Regional Coordinator:** Mrs. Audrey Chipunza, Learner Support Supervisor, audrey.chipili@zaou.ac.zm, 0772024048



Professor Lazarus Miti
ACTING REGISTRAR

12TH APRIL, 2023

Zambian Open University
"University without Walls"