

BOTHO FEE STRUCTURE- GHANA



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Botho University Ghana follows the Semester/ Flat fee tuition fee guideline. Under the flat fee model all students will be charged a flat fee regardless of the credits being registered for. 60 credits per semester is the normal full load. A student who wishes to take more than 60 credits in a semester requires special permission from the Faculty Dean. Under the flat fee model all students are charged USD 1750 equivalent in GHC at the prevailing exchange rates set per semester (Ref to note below table 1). All students will be charged a flat fee regardless of the sponsoring agency. The total program charges under flat fee model will be apportioned per semester as per below:

Table 1. Tuition Fees

Total Tuition Charge for Academic Term for All Undergraduate Programs		
Semester	Minimum Credit Load Per Semester	Semester Fee (USD)*
1	60	1,750
2	60	1,750
3	60	1,750
4	60	1,750
5	60	1,750
6	60	1,750
7	60	1,750
8	60	1,750
Total		14,000

* Fees are subject to escalation and the above are the estimated fees based on prevailing fees.

* Currently the exchange rate applicable for the semester July to December 2024 is Ghs 14.00 per USD

Other Fees Table (for all programmes)		
S.NO	Description of fees	Fee (USD)
1	Registration fees (one time, non-refundable)	50.00
2	Botho Program certificate reprinting	15.00
3	Botho Program Transcript reprinting	15.00
4	Refund fee	50.00
5	Installment fee – 5% of the outstanding amount when the installment plan is agreed. Refer to 4.2 below	
6	Retake Fees- All retaken modules will be charged according to the credits taken. Refer to point 6 and table 3 below	

1. Purpose of the Fee Guideline

The purpose of this guideline is to set out to explain tuition fee charging principles of the University and how tuition fees are calculated.

2. Scope

The guideline is applicable to all students of Botho University. The payment of fees is the responsibility of the student and, in the event of a student's sponsoring authority (if any) failing to make payment, the student will be given a financial dropout status.

3. Definition of Terms

- 3.1 Tuition Fees- Amounts due to the University in respect of services rendered.
- 3.2 Sponsor – Organizations that may provide funds for or contribute toward tuition fees. These may be government, parents, employers, self-sponsored students.

4. Self-Sponsored students

- 4.1 Full tuition fee is expected within 10 working days before the start of the semester.
- 4.2 All balances outstanding at the start of the semester will attract a **5%** installment charge.
- 4.3 In the event whereby a student does not have sufficient funds to pay full fees at the start of the semester, a payment plan arrangement is done between the student and the university which will allow the student to pay tuition fees in 3 equal installments with 1st installment becoming due as indicated under 4.1
- 4.4 All subsequent installments are due on the first day of the month following the commencement of the semester.

5. Flat Fee Guideline

- 5.1 Under the flat fee model, BU will charge a flat fee per semester regardless of the number of credits being registered. All students will be charged a flat fee of USD 1,750 per semester equivalent in Ghs.
- 5.2 During the normal course period, students shall apply for retake with the registry.
- 5.3 The credits retaken should have been part of flat fee model at the time of his enrollment for the said credits to be eligible for fee exemption.
- 5.4 Any student who has completed his/her contract term but still has modules to retake shall qualify for retake under flat fee guideline subject to the following:
 - I. The subject retaken has been part of the flat fee pricing model as indicated under 5.3
 - II. The number of credits left to complete the program as at the end of his program set time is 60 or less.
 - III. Students meeting condition I & II of this clause shall apply for a need-based scholarship for the required retakes.
 - IV. Said credits shall be completed in a 12-month period following the normal set end time of the registered program.

6. Terms and conditions to qualify for retake under flat fee:

- 6.1 Retake under flat fee will only be granted upon permission by the Faculty Dean who will look at the
 - I. Student's ability to successfully study additional credits over and above the already registered modules and

- II. Need for the student to study additional modules to complete the entire program within a normal full-time study period.
 - III. Students who wish to repeat failed modules may do so at no additional cost if they are given permission to study over 60 credits as noted above.
- 6.2 Modules initially covered as part of the flat fee model are eligible for retake free of charge subject to 6.1 which applies for retake modules as well.
- 6.3 Failed modules should have been covered under the flat fee model to qualify for retake under flat fee.

7. Need Based Scholarship

- 7.1 This scholarship is provided upon approval by the scholarship committee.
- 7.2 It is provided to students who have 60 credits or less to graduate or who have less than a year to graduate.
- 7.3 To qualify for this scholarship, a student must have previously been charged under flat fee model.

8. Fee Revisions

All Botho University Fees are subject to a 10% annual increase.

9. Tuition Fees

- 9.1 Botho University reserves the right to change the fee guideline as and when required.
- 9.2 For students sponsored by any organisation, a letter of undertaking or sponsorship letter from that organisation is required to confirm his enrollment.
- 9.3 For students sponsored by organisations, payment is due within 14 days from the date of invoice.
- 9.4 A student with any outstanding fees will lead to him/her being termed as a fee defaulter. He/she will thus not be allowed to register for the new semester and will be dropped out from the University.
- 9.5 A student who drops out after the commencement of the semester with or without notice will be liable for the entire semester fee.
- 9.6 Students wishing to take a break should formally apply in writing to the ASR Manager. The maximum permissible period cannot exceed 12 months. On expiry of this period the student will have to enroll as a new student
- 9.7 Break shall be encouraged between 2 semesters. Students under break are expected to pay the tuition fee for the whole semester as if the student has not taken a break.
- 9.8 A student wishing to terminate from their studies should formally apply in writing to the Admissions Manager, who will issue an internal approval letter. In the case of an external agency sponsorship, an approval letter from the sponsor will also be required.

10. Refunds & Terminations

- 10.1 All Administrative fees are non-refundable.
- 10.2 All approved refund requests will be charged a refund fee (refer to table – Other fees, above).
- 10.3 For programmes where external partners may be involved, a refund of fees will not be possible.
- 10.4 Tuition fees will only be refundable if the refund request is received at least 96 hours before the scheduled start of the given module or programme and if the student has not collected any study material from the institution. Refunds are subject to a refund fee. Registration and admission fees are non-refundable unless Botho University cancels or changes the scheduled start of classes; in such a case no refund fee will be charged. Examinations fees paid are non-refundable and non-transferrable.

11. Banking details

All payments to the university are to be made into the below banking details. In case of uncertainty, please feel free to visit the Accounts office to be provided with banking details:

Ghana Campus	
Account Name	Botho University (Pty) Ltd
Bank Name	Stanbic Bank Ghana
Account Number	9040010164693
Branch	Airport City
Branch Code	190101
Swift Code	SBICGHAC

Students can also pay using our DPO portal indicated below:

<https://portal.bothouniversity.ac.bw>