

WELWITCHIA HEALTH TRAINING CENTRE

STUDENT FEES

PROSPECTUS 2019



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The information in this Prospectus is correct as at 28 February 2019

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1. STUDENT FEES: PAYMENTS

- (i). Payments may be made by either Direct Bank Deposit or Electronic Transfers

WHTC STUDENT DEPOSIT ACCOUNT

Welwitchia University CC
Bank Windhoek
Capricorn branch
Account number 800 357 9086
Swift Code: BWLINANX

Reference: **course of study, Student Surname and Initials/ student number**

Email Proof of Payment

and/enquiries:

finance@welwitchiauniversity.com.na

or welwitchiastudents@gmail.com

- (ii). Requirements:

- No cash payments should be made to any member of staff, (*only bank transactions will be accepted*).
- Students must present their student cards to avoid incorrect student numbers when they present their proof of payment at the Finance office.
- The University and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.

Office Hours:

Mondays to Fridays

08H00 – 13H00

14H00 – 16H00

2. REGISTRATION

Upon registration, students are required to pay as follows:

Registration Fees & Deposit			
		Amount(N\$)	Amount(N\$)
		Namibian Students	International Students
1	Registration Fees	2,000.00	2,000.00
2	General Levy	250.00	250.00
3	Medical Aid	1,750.00	1,750.00
		<u>4,000.00</u>	<u>4,000.00</u>
	Tuition Fees	25%	50%

3. TUITION FEES

- Namibian Students are required to pay 25% deposit of the total annual tuition upon registration.
- All foreign students shall pay a 50% deposit of the total annual tuition fees upon registration
- Each student is required to pay an instalment of 10% of the remaining balance after 25% deposit (Namibian Students).
- Each student is required to pay an instalment of 10% of the remaining balance after 50% deposit (Foreign Students).
- Students also have an option of full payment (year) on tuition at registration or semester payment (twice a year)
- Tuition fees paid by installment shall be paid on or before the 7th of each month irrespective of the date of enrolment/commencement of classes.
- Students in arrears of up to two (2) months installment will be suspended from classes until such fees owed have been paid in full.
- Tuition fees shall be paid fully per course and not per duration of the course irrespective of the date of the start of classes.
- A penalty of 9.7% will be charged on late payments.
- No transcripts/examination results shall be released to any student before clearing all outstanding fees.

4. BURSARY STUDENTS

- No confirmation letters by Sponsors during the examination period will be accepted for examination admission
- Written proof of bursaries awarded must be provided by sponsored students at registration.
- NSFAP students to pay full registration fees and deposits upon registration and required to continue with payments until such a time the student receives a final award letter

5. GRADUATION FEES

- Graduation fees shall be decided yearly by the graduation committee and shall be announced timely.
- The graduation fee will include the graduation set (gown, tussle, hat, hood, certificate, transcript, invitations for graduate and two guests etc.)

6. MEDICAL AID FEES

- Medical Aid fee is compulsory except in the case that a student is already covered by a different Medical Aid (student has to provide proof in form of a recent letter from the Medical Aid).
- A 50% deposit of N\$1,750 is payable upon registration.

7. BRIDGING PROGRAM FEES

No.	Description	Amount (N\$)
1	Application Fee	200.00
2	Registration Fee	1,650.00
3	T/Shirt	200.00
4	Work Book (x number of subjects)	250.00
5	Tuition Fees per subject per month	400.00
6	Examination Fee (x number of subjects)	200.00

8. OTHER FEES PAYABLE (Refer to table below)

Other Fees Payable		
	DESCRIPTION	AMOUNT (N\$)
1	Registration Fees	2,000.00
2	General Levy (50% payment in addition to registration fees)	500.00
3	Late registration fee (Payment in addition to registration fee)	1,000.00
4	Exemption fee per module	500.00
5	Promotional Examination Fees	1,000.00
6	Application fees	200.00
7	Late Application fees	400.00
8	Certificate Replacement (Duplicate)	300.00
9	Transcript of Academic Record	100.00
10	Remarking of examination paper	400.00
11	Proof of Registration	80.00
12	Reprint of Examination Results	80.00
13	Reprint of Examination Time table	20.00
14	Replacement of Student card	100.00
15	Aptitude tests for Bachelor of Nursing Science	150.00
16	Admission tests (Diplomas and Certificates)	100.00
17	Transaction and service fees	250.00

- No payments should be made without obtaining an official receipt from Finance.
- Students who make payments at Finance should verify their **receipts and change**, before leaving the office. The institution will not be responsible for any mistakes on receipts and or wrong change that may be claimed afterwards.
- Only official original receipts will serve as proof that payments have been made to Welwitchia Health Training Centre
- The University and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.

9. REFUND POLICY

- The application fee is not refundable.
- Registration fee is not refundable
- Cancellation of course within the first two weeks after registration – 100% of tuition fees
- Cancellation of course within the first four weeks after registration – 50% of tuition fees
- Cancellation of course four weeks (or more) after registration – no refund

(All refunds will attract a N\$250 Transaction and admin fee)

- Application for refund is done through the finance office and the date of the e-mail or stamped date on receipt by the Finance office will determine the effective date of cancellation

10. FEES PER MODULE

(i). CERTIFICATE IN ENROLLED NURSING & MIDWIFERY

YEAR ONE (1)			
	SEMESTER 1 MODULES	CODE	AMOUNT(N\$)
1	Information and Technology (ICT)	NICT 1401	1,250.00
2	Anatomy and Physiology A	MNAP 1501	1,425.00
3	General Nursing Science I	NGNS 1500	1,425.00
4	Ethos of Nursing and legal issues	NENL 1500	1,425.00
5	Contemporary Social Issue	NSCI 1401	1,250.00
6	First Aid and Emergency care	NFAE 1501	1,425.00
7	English for communication skills	NECS 1401	1,250.00
	SEMESTER 2 MODULES		
8	General Nursing Science I	NGNS 1500	1,425.00
9	Ethos of Nursing and legal issues	NENL 1500	1,425.00
10	Anatomy and Physiology	NNAP 1501	1,425.00
11	Introduction to Midwifery Science	NIMS 1502	1,425.00
12	Sociology for Nurses	NSFN 1501	1,425.00
13	Introduction to Biochemistry & Biophysics	NAPN 1502	1,425.00
14	Food and Nutrition	NNFN 2501	1,425.00
	TOTAL (Year 1)		19,425.00

	YEAR TWO (2) : SEMESTER 3 MODULES	CODE	AMOUNT(N\$)
1	Community Health Nursing I	NCHN 2600	1,956.82
2	General Nursing Science II	NGNS 2600	1,956.82
3	Normal Midwifery 1	NNMS 2600	1,956.82
4	Applied microbiology and parasitology	NAMP 2601	1,956.82
5	Introduction to Mental Health	NIMH 2500	1,956.82
6	Applied Pharmacology for nurses	NAPN 2601	1,956.82
	SEMESTER 4 MODULES		
7	Normal Midwifery Science I	NNMS 2600	1,956.82
8	Community Health Nursing I	NCHN 2600	1,956.82
9	General Nursing Science II	NGNS 2600	1,956.82
10	Introduction to Health Service Management	NHMS 2500	1,956.82
11	Introduction to Mental Health	NIMH 2600	1,956.82
	TOTAL (Year 2)		21,525.02

(ii). BACHELOR OF NURSING SCIENCE

YEAR ONE(1)			
	SEMESTER 1 MODULES	CODE	AMOUNT (N\$)
1	General Nursing Science 1	NGNS 1500	1,954.55
2	Clinical Practice 1	NCNP 1500	1,954.55
3	Introduction to Anatomy	NIAN 1501	1,954.55
4	Introduction to Psychology	NIPS 1501	1,954.55
5	Contemporary Social Issues	NCSI 1401	1,500.00
6	Ethos of Nursing	NENP 1500	1,954.55
7	Computer Literacy	NCLP 1401	1,500.00
	SEMESTER 2 MODULES		
8	General Nursing Science 1	NGNS 1500	1,954.55
9	Clinical Practice 1	NCPN 1500	1,954.55
10	Applied Anatomy	NAAN 1502	1,954.55
11	Midwifery Science 1	NMIS 1502	1,954.55
12	Health Care Dynamics	NHCD 1502	1,954.55
13	Ethos of Nursing	NENP 1500	1,954.55
14	English for Academic Purposes	NEAP 1402	1,500.00
	Total (Year 1)		26,000.05

YEAR TWO(2)			
	SEMESTER 3 MODULES	CODE	AMOUNT (N\$)
1	General Nursing Science 2	NGNS 2600	2,120.00
2	Introduction to Physiology	NIPH 2601	2,120.00
3	Community Health Nursing Science 1	NCHN 2600	2,120.00
4	Sociology for nurses	NSOC 2601	2,120.00
5	Midwifery Science I1	NMSC 2600	2,120.00
6	Microbiology	NMIC 2601	2,120.00
7	Clinical Practice 2	NCNP 2600	2,120.00
	SEMESTER 4 MODULES		
8	General Nursing Science II	NGNS 2600	2,120.00
9	Applied Physiology	NAPH 2602	2,120.00
10	Community Health Nursing Science 1	NCHN 2600	2,120.00
11	Medical Social Problems	NMSP 2602	2,120.00
12	Midwifery Science I1	NMSC 2600	2,120.00
13	Pharmacology	NPHA 2602	2,120.00
14	Clinical Practice 2	NCNP 2600	2,120.00
	Total (Year 2)		29,680.00

YEAR 3			
	SEMESTER 5 MODULES	CODE	AMOUNT(N\$)
1	General Nursing Science III	NGNS 3700	2,462.00
2	Community Health Nursing Science 2	NCHN 3700	2,462.00
3	Clinical Practice 3	NCNP 3700	2,462.00
4	Midwifery Science III	NMSC 3700	2,462.00
5	Sociology for Health	NSOH 3701	2,462.00
6	Health Research Methods	NHRM 3700	2,462.00
7	Development psychology of Childhood and Adolescence	NDCA 3701	2,462.00
	SEMESTER 6 MODULES		
8	General Nursing Science III	NGNS 3700	2,462.00
9	Community Health Nursing Science 2	NCHN 3700	2,462.00
10	Clinical Practice 3	NCNP 3700	2,462.00
11	Midwifery Science II1	NMSC 3700	2,462.00
12	Sociology for Development	NSDE 3702	2,462.00
13	Health Research Methods	NHRM 3700	2,462.00
	Total (Year 3)		32,006.00

YEAR FOUR(4)			
	SEMESTER 7 MODULES	Code	Amount (N\$)
1	General Nursing Science IV	NGNS 3800	2,425.00
2	Community Health Nursing Science 3	NCHN 3800	2,425.00
3	Mental Health Nursing	NMHN 3700	2,425.00
4	Clinical Practice 4	NCNP 3800	2,425.00
5	Ethos and Professional Practice of Nursing	NEPP 3800	2,425.00
6	Midwifery IV	NMSC 3800	2,425.00
7	Research thesis	NRTP 3800	3,050.00
	SEMESTER 8 MODULES		
8	General Nursing Science IV	NGNS 3800	2,425.00
9	Community Health Nursing Science 3	NCHN 3800	2,425.00
10	Mental Health Nursing	NMHN 3700	2,425.00
11	Clinical Practice 4	NCNP 3800	2,425.00
12	Ethos and Professional Practice of Nursing	NEPP 3800	2,425.00
13	Midwifery IV	NMSC 3800	2,425.00
14	Research thesis	NRTP 3800	3,050.00
	Total (Year 4)		35,200.00

(iii). POST GRADUATE DIPLOMA IN COMMUNITY HEALTH

NO.	SEMESTER 1 MODULES	CODE	AMOUNT (N\$)
1	Community Health Nursing 1	CHN101	3,555.00
2	Health Education	CHN102	3,555.00
3	Maternal and Child Health	CHN103	3,555.00
4	Introduction To Health Research Process and Biostatistics	CHN104	3,555.00
5	Public Health Nutrition	CHN105	3,555.00
	SEMESTER 2 MODULES	CODE	AMOUNT (N\$)
6	Management of Health Science Organisation	CHN206	3,555.00
7	Introduction to Bioethical Principles	CHN207	3,555.00
8	Community Health Nursing 2	CHN208	3,555.00
9	Common Communicable & Non-Communicable Diseases affecting the Community	CHN209	3,555.00
			31,995.00

(iv). DIPLOMA IN ENVIRONMENTAL HEALTH

YEAR ONE(1)				
	SEMESTER 1 MODULES	CODE	AMOUNT (N\$)	
1	Anatology and Physiology	EANP 101	1,500.00	
2	Health Physics and chemistry		1,500.00	
3	First Aid	EFIA 101	1,500.00	
4	Food and Nutrition	EFAN101	1,500.00	
5	Microbiology and Parasitology	EMP101	1,500.00	
6	Communication and Computer Skills	ECCS101	1,525.00	
7	Introduction to Environmental Health	EIEH101	1,500.00	
	SEMESTER 2 MODULES			
8	Building and Housing	EBHI 102	1,500.00	
9	Health and Hygiene Promotion	EHHP 102	1,500.00	
10	Water and Sanitation	EWAS 102	1,500.00	
11	Vector Control	EVEC 102	1,500.00	
12	Food and Meat Hygiene	EFMH 102	1,500.00	
13	Practical Attachment 1 (Windhoek)	EPRA 102	2,400.00	
	Total Year 1			20,425.00

SEMESTER 3 MODULES				
1	Communicable Diseases Control	ECDC 201	2,450.00	
2	Food and Hygiene 2	EFMH 201	2,450.00	
3	Occupational Health and Safety	EOHS 201	2,450.00	
4	Solid Waste Management	ESWM 201	2,450.00	
5	Practical attachment 2A (Windhoek Area)	EPRA 201	2,450.00	
	SEMESTER 4 MODULES			
6	Management Practice	EMPR 202	2,450.00	
7	Port Health	EPOH 202	2,450.00	
8	Public Health Legislation	EPHL 202	2,450.00	
9	Practical Attachment 2B (Regions)	EPRA 202	2,925.00	
	Total Year 2			22,525.00

(i). CERTIFICATE IN PHARMACY: PHARMACIST'S ASSISTANT PROGRAM

YEAR ONE(1)				
	SEMESTER 1MODULES	CODE	AMOUNT (N\$)	
1	General Pharmacy Practice 1A	PGPP2111	1,306.25	
2	Clinical Pharmacy Practice 1	PCPP2133	1,306.25	
3	Anatomy	PPAN2112	1,306.25	
4	Introduction to Physiology	PIPH2114	1,306.25	
5	Computer Literacy	PCLP2124	1,250.00	
6	English Communication and Study Skills	PCOM2117	1,250.00	
7	Contemporary Social Issues	PCSI2112	1,250.00	
8	Pharmacy Ethics	PPET2115	1,306.25	
	SEMESTER 2 MODULES			
9	General Pharmacy Practice 1B	PGPP2211	1,306.25	
10	Clinical Pharmacy Practice 2	PCPP2233	1,306.25	
11	Basic Pharmacy Chemistry	PBCH2227	1,306.25	
12	Pharmacy Calculation	PPCN2216	1,306.25	
13	Microbiology	PMIC2216	1,306.25	
14	Intro Health Research Methods	PHRM2270	1,306.25	
15	Health Information Management Systems	HIMS2229	1,306.25	
	TOTAL (Year 1)		19,425.00	

YEAR 2: SEMESTER 3 MODULES				
		Code	Amount (N\$)	
16	General Pharmacy Practice 3	PGPP2311	1,537.50	
17	Pathophysiology	PPPH2314	1,537.50	
18	Pharmaceutics 1	PPTC2326	1,537.50	
19	Clinical Pharmacy Practice 3	PCPP2333	1,537.50	
20	Pharmacology 1	PPHA2317	1,537.50	
21	Pharmacy Law (Forensic)	PFOR2310	1,537.50	
22	Dispensing Laboratory 1 (Primary Compounding 1)	PPDL2328	1,537.50	
	SEMESTER 4 MODULES			
23	General Pharmacy Practice 4	PGPP2411	1,537.50	
24	Pharmacy Law (Forensic) 2	PFOR2410	1,537.50	
25	Pharmaceutics 2	PPTC2426	1,537.50	
26	Clinical Pharmacy Practice 4	PCPP2433	1,537.50	
27	Sociology for Health	PSOH2413	1,537.50	
28	Pharmacology 2	PPHA2417	1,537.50	
29	Non Prescription Drugs (OTC)	POTC2422	1,537.50	
	TOTAL (Year 2)		21,525.00	