





## **SECTION 7 RULES & REGULATIONS**

### **1 Fees**

- 1.1 An application fee of USD 85 must accompany all applications.
- 1.2 All fees must be paid within 7 days of the commencement date of the each new semester. Please do not send cash payments through post.
- 1.3 Cheques/bank drafts should be made payable to **LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY**.
- 1.4 With regard to payment by installment, the following apply.
  - A nominal surcharge on course fees will be levied on late payment.
  - Fee payment by installment as specified by the Finance Office will attract a nominal surcharge.
- 1.5 Registration fees are not transferable, refundable and cannot be deferred.
- 1.6 Failure to settle outstanding fees within the prescribed period may result in exclusion from the University's Register.
- 1.7 Any refund of fees or deposit, where applicable, will be at the discretion of the University's Finance Office.

### **2 Withdrawal**

- 2.1 Students must inform the Registrar in writing if they are withdrawing from a course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is USD 140.
- 2.3 Please note that in the event of a student failing to complete a course of study, the University is not obliged to return any part of the fees paid by or on behalf of the student.

### **3 Deferral**

- 3.1 The student must apply to the Registrar in writing. Please note that this can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of the new semester.
- 3.2 In the event that a deferral is granted, a deferral fee of USD 140 is payable.
- 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

### **4 Transfer between Courses**

- 4.1 A student may transfer from one course to another within the University only with the agreement of the appropriate authorities. No transfer will be allowed after 14 days from the commencement date of the new semester.

### **5 Add / Drop Module(s)**

- 5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

### **6 Terms and Conditions**

- 6.1 All students must abide by the University rules and regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the University premises will be reported to the relevant authorities.
- 6.3 The University and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the University.
- 6.4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The University reserves the right to revise the University rules and regulations without prior notice.

### **7 The University reserves the right to accept or reject any application without assigning any reason.**

### **8 Fees quoted in US Dolar will be revised as and when the need arises from the fluctuation of the currency exchange rate.**

## SECTION 8 ADMISSION PROCEDURE

Please attach the following when you submit your application

|  | Check List               | For Office Use           |
|--|--------------------------|--------------------------|
| 1 Completed Application Form   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Copy of Sponsorship Letter, if applicable  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Certified copies of Academic Results relevant to entry requirements  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Photocopy of Identity Card (Local students only)<br>Three (3) copies of current passport including all blank pages (International students only) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 3 Passport size photographs with name written on the reverse   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Portfolio consisting 3 pieces of Original Artwork, if applicable   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Registration fee of USD85. Cheques/bank drafts should be payable to<br><b>LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY</b>                       | <input type="checkbox"/> | <input type="checkbox"/> |

### FOR OFFICE USE ONLY

Application Accepted  Full Offer  Conditional Offer

|                   |   |   |   |   |   |   |   |   |   |    |
|-------------------|---|---|---|---|---|---|---|---|---|----|
| Semester Admitted | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-------------------|---|---|---|---|---|---|---|---|---|----|

Conditions \_\_\_\_\_

Exemptions \_\_\_\_\_

English Requirements \_\_\_\_\_

Remarks \_\_\_\_\_

Counselled by \_\_\_\_\_  
Name in Full \_\_\_\_\_ Date \_\_\_\_\_

Enrolled by \_\_\_\_\_  
Name in Full \_\_\_\_\_ Date \_\_\_\_\_

Data Entered  Letter of Offer Issued \_\_\_\_\_  
Date \_\_\_\_\_

Please send the completed form to



**BOTSWANA**