



ZAMBIAN OPEN UNIVERSITY OFFICE OF THE REGISTRAR

RESIDENTIAL SCHOOL ANNOUNCEMENT FOR OPEN AND DISTANCE LEARNING (ODL) STUDENTS

This is to inform newly admitted first year students of the January 2023 Intake that the Zambian Open University (ZAOU) will hold the Residential School from **Monday, 26th December, 2022 to Friday, 6th January, 2023** at **Ben Bella Road campus in Lusaka**.

In this regard we wish to draw your attention to the following:

1.0 RESIDENTIAL SCHOOL

The residential school classes for the **newly** admitted open and distance learning (ODL) students (**January intake**) will be conducted at Ben Bella Road campus in Lusaka from **Monday 26th December, 2022 to Friday, 6th January 2023**.

2.0 ACCOMMODATION

Students from outside Lusaka are expected to arrange their own accommodation. **However, the University has made the following arrangements for on accommodation;**

- I. **There is limited shared accommodation at LUSAKA HOTEL** at a cost of **ZMW800.00** per bed space for 14 days (ZMW 800.00 will cover 14 nights). The contact number for the Lusaka Hotel is **0971726294**.
- II. You can also contact **Jubilee Park Student Hostels on 0973353913**. The cost is **ZMW850.00 per bed space for 14 days** (ZMW850.00 will cover 14 nights).

3.0 PAYMENT OF FEES

- 3.1** The total amount of fees for the semester is **K7, 110.00**, which should be paid before course registration.
- 3.2** Fees can be paid in instalments. An initial payment of at least **50%** of the first semester fees, which is **K3, 555.00**, **must** be paid **before** course registration. The remaining **50%** of the fees **must** be paid **not later than two (2) weeks** before the beginning of the end of semester examinations in **June, 2023**.
- 3.3** Students who pay full fees (**100%**) for the semester, (**K7, 110.00**), before course registration will be given **5%** discount.

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

- i. 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**

OR

- ii. Zambia Industrial Commercial Bank Ltd
Account Number: 1010000090121
Branch: Lusaka Business Center
Swift Code: ZICBZMLU
Sort Code: 15 00 00**

OR

- iii. National Savings & Credit Bank (NATSAVE)
Account Name: Zambian Open University
Account Number: 2080752558902
Swift Code: INZAZMO
Branch: Lusaka Main
Sort Code: 580010**

3.5 Please indicate your names on the fees deposit form, when depositing your fees.

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

3.7 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.

4.0 COURSE REGISTRATION

4.1 All the newly admitted, (January 2023 Intake) should register for courses before or by 26th December, 2022 in order to participate in the residential school classes, which will be conducted from Monday 26th December, 2022 to Friday, 6th January 2023.

- 4.2 Students can register in advance online or by submitting an MS Word form available on the ZAOU website or at the Residential School venue in Lusaka**
- 4.3** Course registration for **postgraduate and full –time students** will be announced in a separate communication.
- 4.4** Course registration should be done after payment of fees as prescribed above. Course registration can be **done online or using the Registration Form**, which can be downloaded from the ZAOU website www.zaou.ac.zm. It can also be sent on request (email: admissions@zaou.ac.zm)
- 4.5** The completed Registration Form should be submitted to the nearest Office of the University and/or emailed to: admissions@zaou.ac.zm and copied to joshua.mwale@zaou.ac.zm and bedson.katyamba@zaou.ac.zm.
- 4.6** Schedules of courses offered under various programmes are available on the ZAOU website www.zaou.ac.zm and/or request, email admissions@zaou.ac.zm.



Amb. Dr. Francis X Musonda
REGISTRAR
6th December, 2022