



## OFFICE OF THE REGISTRAR

Tel: +260-763301198, P.O Box 36530, Lusaka 10101, Zambia, Email: [info@kopalineuniversity.com](mailto:info@kopalineuniversity.com),  
website: [www.kopalineuniversity.com](http://www.kopalineuniversity.com)

Dear Student

Following your declaration for acceptance of conditions of offer for a university place at Kopaline University, find below important information on payment methods, terms and conditions.

### PAYEMNT METHODS, TERMS AND CONDITIONS

All payments should be made through the methods below, the University does not accept cash payments.

#### Method 1-Direct Bank Transfer or Deposit

<b>Bank Name</b>	<b>Zambia National Commercial Bank</b>
Account Number	5720361500168
Account Name	KOPALINE UNIVERSITY
Branch	Northmead
Branch sort cord	010075
Swift Code	ZNCOZMLU

#### Method 2- Airtel Mobile Money

<b>Airtel Menu Option</b>	<b>Description</b>
Dial *778#	
Select option 4	'Make Payment'
Select option 5	'Goods & Services'
Select Option 1	Enter Merchant Code'
Enter Business Name	"KOPALINE"
Enter Amount	The amount you are paying
Enter Reference	Input student No.
Enter PIN	Enter your mobile money pin to complete transaction

### Method 3- Bill Muster on MTN Mobile Money

MTN Menu Option	Description
Dial *303#	
Select option (2)	Pay Bills, Enter
Select option (2)	Utilities & School Fees
Select option (3)	School fees
Select option (3)	University of choice ( <b>Kopaline University</b> ) Enter
Enter student ID	Enter Student No.
Enter amount to be paid	Enter the amount you are paying
Enter Pin	Authorize/payment made by entering MTN Mobile Money PIN

### Payment Conditions:

You must pay at least the first monthly instalment of the total semester tuition fees at the time of registration. All payments are subject to Kopaline University Tuition Fees Refund Policy. You must pay all other fees if any in full at the time of registration. You must pay the monthly instalments on or before the beginning of each month and clear any outstanding balance before exam period.

No refund can be made in the following:

- 1) One month after payment in the event of withdrawing
- 2) For securing other services such as Internet, Technology, Scholarship Awards Payments, ID Cards, Union Fees, application, registration, exemption fees, student outings etc.

The University may refund tuition fees paid as follows:

- a) A student should not have accessed academic services from the University.
- b) The student has formally written to the University requesting to withdraw from the semester with a valid reason.
- c) The University has formally allowed the student to withdraw.
- d) A 30% charge shall be levied on the refunds received to cover for any administrative costs.



**Registrar**  
Kopaline University.

**Phone** +260-763301198

**Website** [www.kopalineuniversity.com](http://www.kopalineuniversity.com)

**E-Campus** [www.kopalineuniversity.org](http://www.kopalineuniversity.org)

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