## 

**REF: LSUC/ENROLL/001**

+260

**Zambian**

Dear

**RE: LETTER OF CONDITIONAL ACCEPTANCE OF ENROLMENT 2026 INTAKE**

Reference is made to your application for enrolment onto the October Intake 2026 at Lusaka South College (LSC). The Council of LSC considered your application and I am pleased to inform you that you have been accepted to pursue the following programme:

**Programme:**

**Duration:**

**Mode of Study:**

**Programme Fees**

| **Description** | **Amount** |
| --- | --- |
| Tuition Fee Per Term |  |
| ID Card |  |
| Library |  |
| Internet |  |
| Practical |  |
| **Total Fees** |  |

**Other Fees** (Students have an option to purchase on their own)

| **Description** | **Amount** |
| --- | --- |
| Work Suit | K600 |
| Workshop Gumboots | K500 |
| Student’s Tools Box | K1000 |
| Accommodation Per Term **(Option)** | K3900 |

Note that Identity Card, Library and Practical fees are paid once per year.

Students' normal registration shall commence on **14th September 2026** to **9th October 2026** and **late Registration from 13th to 31st October 2026** and will attract a **penalty fee of K500.00**. Classes will commence on **12th October 2026**. Please refer to the academic calendar attached for details. We congratulate you on your conditional acceptance at Lusaka South College. Find attached the Terms and Conditions for your necessary action and seek clarification should the need arise.

Payments can be deposited directly to the bank accounts as detailed herein or via mobile money. Cheques should be written payable to LUSAKA SOUTH COLLEGE COLLEGE.

**Bank Details are as follows:**

Account Name:      LUSAKA SOUTH COLLEGE COLLEGE

Account Number:  5947236500193 (ZMW)

Bank: ZANACO

Branch Name:        ACACIA PARK BRANCH

Branch Code:         086

Sort Code:               010086

Swift Code:             ZNCOZMLU

Your conditional acceptance is contingent upon the following:

1. Receipt by the College of 100% of the total fees plus all other fees as indicated in the registration terms and conditions. **Or** Minimum of 60% Payment.
2. Attached Proof of National Registration Card or Passport

We extend our best wishes and look forward to having you study with us. Note that registration is in progress and you are advised to register and join the classes currently in session. Attached is the student registration form, academic calendar and catalog of programmes for the courses you will undertake in the programme.

Yours Sincerely



Dr Nelly Kunda

Deputy Registrar – Academic

**Terms and Conditions**

1. All New and Continuing students MUST be registered for the term by completing the semester registration form, prior to the end of week 2.
2. Fees Published are fixed per term
3. The Annual tuition fees will be split and payable in three terms of a year.
4. All new and continuing students must pay a user fee every term upon registration. Students who withdraw from the College may receive a refund of the user fees if the withdrawal is because of failure on the part the College to provide the student's chosen programme of study. In all other cases, the user fee is non-refundable.
5. All New and continuing students must pay 100% semester tuition fees before commencement of the semester or according to the standard College payment plan.
6. However, in the event that a student is unable to settle the full cost of fees at commencement, they should pay a minimum registration and user fees and then enter into a payment plan. The student will then be required to pay a minimum of 60% of the semester's tuition fees by the 2nd Week after commencement of the semester.
7. Students who choose a payment plan must pay 60% by the 2nd week, 80% by the 8th week and 100% by the 12th week.
8. If a student fails to pay on agreed published payment dates (refer to 8 above) they will be subject to late payment fees or in some cases, will not be allowed to attend classes nor sit for any examinations, nor receive any services from the College.
9. In the event of any withdrawal from the College or change of programme, there will be no refund on Tuition, and/or Exemption fee unless; a) The College is not able to run the programme. b) visa refusal c) withdrawal prior to start of study up to week 4. All other refunds are subject to the withdrawal policy.
10. Programmes will only run if justified by demand.
11. LSC Management will be happy to offer advice relating to College application, examination entries, etc., however it is the student's own responsibility to ensure that all applications, registration of entries, of whatever nature, are in order and sent off by the appropriate closing date.
12. While programme start and end dates are not expected to change, the College reserves the right to alter dates in order to facilitate or improve the provision of the programme and its examinations. These changes will in no way affect the other terms and conditions of the student's contract with the College.
13. The fees paid does not include TEVETA / City and Guilds registration or Exam fees.
14. The College reserves the right to amend without notice and at its entire discretion, phrases or statements and also amend or withdraw facilities and other matters contained or referred to in this document.

**ACADEMIC CALENDAR**

Please refer to our academic calendar on our website on www.lsuczm.com in order to keep track of all College activities.

**IMMIGRATION INFORMATION FOR INTERNATIONAL STUDENTS**

All International students, including those with refugee status and one ordinarily resident in Zambia, should, upon being accepted to study at Lusaka South College, apply for a Student Permit before travel to Zambia, if outside Zambia at the point of acceptance. Applications should be lodged with the Head Office of Zambia Immigration Lusaka or through the agency of the Zambian Mission in their Republic or Monarch if immigration services are provided. Students are urged to visit the Immigration website at https://www.zambiaimmigration.gov.zm/ to get the necessary guide. The estimated cost of the study permit is about K9000 or approximately US$ equivalent (US$322≈). Medical examinations relevant for processing of a study permit and also for enrolment (in case of Medical / Nursing and Midwifery Students) should be done at a Public Hospital in Zambia and not in the country of origin. In this regard, students facing challenges to complete the application for study permit processes in their countries, are advised to travel to Lusaka, at a time coinciding with commencement of the respective semester, and at the port of entry, apply for a business visa. Business visas are valid for 30 days, providing students with enough time to complete the student visa process. The study permit can later be applied for while in Zambia but within the period of validity of the business visa. No person enrolled for full time studies can enter on a visitors' visa. An application for a study permit while in possession of a visitors' visa is not allowed.

**ACCOMODATION**

The Institution has limited accommodation and first come. The College also partners with various proprietors of boarding/hostel accommodation. Please contact your Admissions Office on availability of accommodation. Students are advised to secure their own accommodation