



Technical and Vocational Teachers' College

Memorandum

To: TMD 18 (APRIL 2021 INTAKE)

From: Principal

Date: 8th October, 2021

Subject: **DECEMBER 2021 RESIDENTIAL SCHOOL**

This serves to inform you that your next residential school will commence on Monday 3rd January to Friday 14th January, 2022 at the Technical and Vocational Teachers' College (TVTC). Students who may wish to be accommodated in the College hostels should arrive at the College not later than 16.00 hours on Sunday 2nd January, 2022. Please ensure that you do course registration using the student information system (sis.tvtc.ac.zm) when you just report for residential.

You are further informed that user fees remain unchanged, and will be paid as follows for the December, 2021 residential:

CLASSES	ZMW
Tuition fee	1,150.00
Library fee	150.00
General purpose fund fee	100.00
TOTAL	1,400.00

Please note that payment of hostel accommodation is not compulsory and is limited.

However, hostel accommodation application will be done on the student information system (SIS).

Accommodation fees

TVTC Hostels

K200.00 per residential week per bed space

Istec Hostels

K300.00 per residential week per bed space

All fees must be deposited into the College's bank account using the Bill Muster deposit slips at any Zanaco Bank branch throughout the country. In this regard, you are all advised to request for the bill muster deposit slips from the bank officials of any Zanaco bank branch and complete the deposit slip with all relevant details.

After making the deposit verify on your student account that your payment is reflecting and if not you are advised to bring your original deposit slip when you report for your residential school for verification.

Please note that direct cash payment of fees to the College will not be accepted.

You are also being advised that should you for some reason wish to discontinue your program, please do so formally by settling any outstanding user fees before withdrawing by writing to the Principal who will then acknowledge your letter of withdraw from the College program. **This is the only way that billing of your account will stop**

A handwritten signature in black ink, appearing to read 'Harrison Phiri', with a large, stylized flourish at the end.

HARRISON PHIRI