



Aspire, Acquire, Prosper

TO: All ZCAS and ZCAS University Students

FROM: Board Secretary

DATE: 3rd December 2024

REFUND OF ACCOMODATION FEES FOR NON ACCOMODATED STUDENTS

We note with concern that students have continued depositing accommodation fees despite rooms not being available and consequently being on the waiting list for a long time until such a time when a room becomes available.

We wish to inform you that Management has decided that all students that paid for accommodation despite our advice not to pay, shall be refunded the monies paid in full less the bank charge of about K20 or as the case might be.

The refund surcharge of 20% under the Refund Policy shall be waived off for accommodation refunds only.

You are all requested to provide the local bank details for your sponsor to facilitate the accommodation refund. The bank details should have the following details to facilitate the electronic transfer of funds.

Full Names of the sponsor

Bank Name

Bank Account Number

Branch Code

Branch Name

Account Type

The refund forms are available in Finance Office, Levy Mwanawasa Building in room 39, Please ask for Mr. Godfrey Nkonde or Mr. Peter Chipindi.

Kindly note that all refunds shall be processed every Friday with effect from 13th December 2024 until further notice.

Jacqueline C. M. Chikwama

Cc: Executive Director
Director of Finance
Chief Accountant
Estates Officer