



Aspire, Acquire, Prosper

INTERNAL MEMORANDUM

FINANCE DEPARTMENT

TO : All ZCAS Students
FROM : The Chief Accountant
DATE : 8th September 2025
SUBJECT : **COMPLETION OF REGISTRATION FORMALITIES FOR SEMESTER 2 OF 2025**

Your attention is drawn to the ZCAS Student Handbook (downloadable at www.zcas.ac.zm). Clause 11(xxiv) of the said Policy states that:

“A student who is found attending classes illegally by having not completed the enrolment procedures shall be surcharged a fee, stipulated on the fee schedule, in addition to the fees payable and may be reported to the law enforcement agencies for receiving a service fraudulently.”

From the foregoing, it is an offence for anyone who is not duly registered with ZCAS as a student in the semester or study session to access services offered by ZCAS.

The above notwithstanding, it has come to our attention that some students are attending class, receiving tuition and accessing other services offered by ZCAS without completing the laid down registration formalities.

This memo, therefore, serves as amnesty to students who either paid or did not pay College fees and did not complete course registration; hence not issued with an invoice to immediately contact either Miss Joyce Chewa or Mr. Lweendo Moonga in Room 01, Ground Floor of George Sokota Building by Friday 12th September 2025.

A kind reminder to all students: Ensure you appear on the class register of all the courses you are studying, and your name is not being completed manually.

Anyone found in class and/or accessing services offered at ZCAS without being duly registered and invoiced for the same shall face appropriate sanctions.

Be guided accordingly.

Liversage Hanene

cc: Director of Professional Studies
Director of Finance
Assistant Management Accountant
Estates Officer