



Aspire, Acquire, Prosper

INTERNAL MEMORANDUM

FINANCE DEPARTMENT

TO : All ZCAS Students of Finance
FROM : Chief Accountant
DATE : 11th March 2026
SUBJECT : **COMPLETION OF REGISTRATION FORMALITIES FOR SEMESTER 1 OF 2026**

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.”

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

It is an offence for anyone who is not duly registered with ZCAS as a student in that semester or study session to access services offered by the Centre.

As such, this memorandum serves as amnesty to students who paid tuition fees but did not complete course registration forms and were not issued with an invoice to immediately contact either **Mr Boyd Longwe** or **Mr. Lweendo Moonga**, both Finance Staff, in Room 01, Ground Floor of George Sokota Building.

Please ensure your name appears in the class register of all the courses in which you are receiving and hence your name **should not** be written in ink manually.

Anyone found attending classes and/or accessing any services offered by ZCAS without being duly registered as a student shall face appropriate sanctions.

Be guided accordingly.

Original Signed by



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