



Aspire, Acquire, Prosper

TO : All ZCAS Students
FROM : Chief Accountant
DATE : 6th March, 2025

COMPLETION OF REGISTRATION FORMALITIES FOR SEMESTER 1 OF 2025

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.

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.

Further, your attention is drawn to Clause 11(xxiv) of The ZCAS Student Handbook (downloadable at www.zcas.ac.zm) which 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.”

As such, this memorandum serves to request students who paid tuition fees but did not complete course registration forms and were not issued with an invoice to **immediately** contact either Miss Joyce Chewe in Room 36 or Mr. Lweendo Moonga in Room 39, Ground Floor of Levy Mwanawasa Building.

Ensure you appear on the class register and are not signing your name manually. If you are not invoiced, you shall not be issued with study texts and revision kits.

Anyone who will be found attending classes and/or accessing other services at ZCAS without being duly registered shall face appropriate sanctions.

Please be guided accordingly.

Liversage Hanene

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