



Aspire, Acquire, Prosper

INTERNAL MEMORANDUM

FINANCE DEPARTMENT

TO : All ZCAS Students
FROM : Chief Accountant
DATE : 21st August 2026
SUBJECT : COMPLETION OF REGISTRATION FORMALITIES FOR SEMESTER 2 OF 2026

This is to remind all students that it is illegal and against ZCAS policy to attend lectures, tutorials, or access Centre services without completing full course registration and payment of requisite fees.

To ensure proper records and complete income recognition, with effect from Monday 24th August 2026, the following will be observed by all without exception:

1. **Only registered students** whose names appear on the official class register will be allowed in class.
2. **Ensure your name appears in the class register of all the courses** you are receiving tuition in; hence your name **should not** be written manually in ink.
3. **Any student not on the register** will be required to exit the class and report to **Mr. Lweendo Moonga in Room 1, George Sokota Building** for verification.
4. **For any challenges related to course registration or fee payment**, please see the **Chief Accountant in Room 1, George Sokota Building** for immediate help.

We urge all students who have not yet completed registration to do so immediately to avoid disruption to your studies.

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

Kindly uphold discipline, accountability, and compliance for the smooth running of your academic activities.

Be guided accordingly and thank you for your cooperation.

Original Signed by



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