



## **MEMORANDUM**

**TO: ALL STUDENTS/PROSPECTIVE STUDENTS**

**FROM: AWARDS AND SCHOLARSHIP COMMITTEE CHAIRPERSON**

**DATE: 18<sup>TH</sup> JULY 2025**

**SUBJECT: 2<sup>ND</sup> SEMESTER 2025 ZCAS UNIVERSITY SCHOLARSHIP**

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THE ZCAS UNIVERSITY SCHOLARSHIP COMMITTEE INVITES ELIGIBLE CONTINUING STUDENTS AND PROSPECTIVE STUDENTS TO SUBMIT THEIR SCHOLARSHIP APPLICATIONS FOR THE SECOND SEMESTER OF 2025. THE SCHOLARSHIP APPLICATION TOGETHER WITH THE RELEVANT QUALIFICATIONS SHOULD REACH THE STUDENT ADMINISTRATION OFFICE NOT LATER THAN 8<sup>TH</sup> AUGUST 2025.

### **CRITERIA**

#### **1.0 UNDERGRADUATE STUDENTS MERIT-BASED SCHOLARSHIPS**

##### **1.1 NEW FIRST YEAR UNDERGRADUATE STUDENTS**

1.1.1 The University may award a waiver of 50% on tuition fees for the first semester only to first year students who have been admitted in any of the University's undergraduate programmes as school leavers if the candidates satisfy the following minimum criteria:

- i. the student must meet the entry requirements.
- ii. possess School Certificate with distinctions in five (5) subjects including English; and
- iii. achieved the five (5) distinctions in one sitting.

1.1.2 The number of new first year students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester. A cut-off point will be used to determine the award of the scholarship by the Committee.

1.1.3 The new first year students' scholarship waiver will expire automatically at the end of the first semester, being a one semester scholarship.

1.1.4 In the second and subsequent semesters, the waiver may be renewed as a returning undergraduate student merit-based scholarship if the student satisfies the requirements stated in Section 1.2 below.

## **1.2 RETURNING UNDERGRADUATE STUDENTS**

1.2.1 Returning students enrolled in any of the University's undergraduate programmes can apply for merit-based scholarship of 70% waiver on tuition fees provided they meet the following minimum requirements:

- i. at least three (3) distinctions
- ii. only candidates who have registered for at least four (4) courses sat for the first sitting.
- iii. A cut-off point will be used to determine the award of the scholarship by the Committee.
- iv. written and submitted all assignments and tests; and
- v. well-disciplined and of good character.

1.2.2 The Committee shall award students who satisfy the scholarship requirements 70% scholarship (1.2.1 above).

1.2.3 Merit-based scholarship for returning students will not consider courses based on thesis or research work due to differences in grading criteria. A repeat course shall not be considered for scholarship award.

1.2.4 Scholarship recipients in this category shall retain the awarded scholarship and tuition fee waiver in the subsequent semesters provided they satisfy the criteria stated in 2.2.1 above.

1.2.5 The number of returning undergraduate students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester.

## **2.0 POSTGRADUATE STUDENTS MERIT-BASED SCHOLARSHIPS**

### **2.1 NEW POSTGRADUATE STUDENTS**

2.1.1 New postgraduate degree students can apply for merit-based scholarship provided they satisfy the following minimum requirements:

- i. graduated with at least merit or equivalent at undergraduate.
- ii. possess relevant qualification to the programme applied for at ZCAS University.
- iii. recommendation from the previous institution.
- iv. well-disciplined and of good character.
- v. selection interview; and
- vi. the quality of the motivation letter attached to the application.

2.1.2 Successful applicants in this category may be awarded 50% waiver on tuition fees.

2.1.3 The new postgraduate student's scholarship waiver will expire automatically at the end of the first semester, being a one semester scholarship.

2.1.4 In the second and subsequent semesters, the waiver may be renewed if the student satisfies the requirements stated in Section 2.2 below.

## **2.2 RETURNING POSTGRADUATE STUDENTS**

2.2.1 Returning postgraduate degree students may apply for merit-based scholarship of 70% waiver on tuition fees provided they satisfy the following minimum requirements:

- i. pass all the courses sat for and score at least three (3) distinctions.
- ii. written and submitted all assignments and tests; and
- iii. well-disciplined and of good character.

2.2.2 Merit-based scholarship for returning students will not consider courses based on thesis or research work due to differences in grading criteria.

2.2.3 Scholarship recipients in this category shall retain the awarded scholarship and tuition fee waiver in the subsequent semesters provided they satisfy the criteria stated in 2.2.1 above.

2.2.4 The number of returning postgraduate students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester.

**APPLICANTS ARE ADVISED TO SUBMIT THEIR RESULTS FOR THE LAST EXAMINATIONS, IN THIS CASE THE MAY/JUNE 2025 FINAL RESULTS. NOTE THAT SCHOLARSHIP APPLICATIONS TOGETHER WITH RELEVANT DOCUMENTS SHOULD BE SUBMITTED TO STUDENT ADMINISTRATION OFFICE (ROOM 042, LEVY MWANAWASA BUILDING) OR BY EMAILING: [kennedy.banda@zcasu.edu.zm](mailto:kennedy.banda@zcasu.edu.zm)**

SCHOLARSHIP APPLICATION FORMS CAN BE OBTAINED FROM STUDENT ADMINISTRATION OFFICE (ROOM 42, LEVY MWANAWASA BUILDING) OR BY USING THE FOLLOWING LINK <https://esis.zcasu.edu.zm/item/show/280>

**JONATHAN CHIYESU  
ACTING ACADEMIC AFFAIRS MANAGER**