



# **MALAWI COLLEGE OF ACCOUNTANCY**

## **INTERNAL MEMORANDUM**

**TO : ALL UNDERGRADUATE STUDENTS**

**CC : THE PRINCIPAL  
THE FINANCE DIRECTOR  
CAMPUS DIRECTORS  
HEADS OF PROGRAMMES  
HEADS OF DEPARTMENTS**

**FROM : THE REGISTRAR**

**DATE : 01<sup>ST</sup> OCTOBER, 2025**

**SUBJECT : OPENING DATES FOR THE OCTOBER 2025 – MARCH 2026 SEMESTER**

This is to inform all undergraduate students that opening dates for the next semester are as follows:

1. Weekend Students: on 25<sup>th</sup> October, 2025
2. Full-time/weekday Students: on 27<sup>th</sup> October, 2025

All students are, however, reminded to take note of the following:

i) Registration Period

Registration will start from 25<sup>th</sup> October 2025 for all students and will close on 10<sup>th</sup> November 2025. Any student that will not have registered by the 10<sup>th</sup> November 2025 will not be considered a student of the College for the October 2025-March 2026 semester.

This registration is the completion and submission of declaration forms regardless of whether one has paid tuition fees or not.

ii) Fees Payment

Students are allowed to pay tuition fees in instalments as follows:

- a) 25% upon registration
- b) Another 25% by 30<sup>th</sup> November 2025, effectively making it 50% by 30<sup>th</sup> November 2025
- c) Another 25% by 31<sup>st</sup> December 2025
- d) Final 25% by 31<sup>st</sup> January 2026.

No student will be allowed to attend classes after 10<sup>th</sup> November 2025 if the initial 25% of the tuition fees will not have been paid.

iii) Tuition and Student's Union Fees

For the October 2025-March 2026 semester, the tuition fee will be K950,000.00.

The Students' union fee will be K8,000.00 per student. Students will be required to deposit this amount into their respective campus student's union bank account, as follows:

- a) Mzuzu campus:  
Account Number: 1005119177  
Account Name: MCA Students' Union Fees  
Bank: National Bank of Malawi  
Branch: Mzuzu
- b) Lilongwe campus:  
Account Number: 1005022491  
Account Name: MCA Students' Union Fees  
Bank: National Bank of Malawi  
Branch: Capital City
- c) Blantyre campus:  
Account Number: 1005242017  
Account Name: MCA Students' Union Fees  
Bank: National Bank of Malawi  
Branch: Chichiri

Hostel/accommodation fees will be at K395,000.00 per bed per semester. Payment of accommodation fees is 100% before one can be given a bed.

You will be required to submit proof of payment for tuition fees, hostel fees (where applicable) and student union fees to campus accounts section as soon as the deposit is made. Students are also encouraged to keep records of copies of fees deposit slips for future reference.

iv) Repeating

All students are reminded that repeating a module/subject means attending classes and attempting all required forms of assessments – continuous assessments (assignments and midsemester exams) and end-semester exams. Repeating **is not** just writing continuous assessments and exams, NO!!

Students are further reminded that they are required to declare and register for their repeat modules/subjects and pay the applicable repeat fees. Repeat fees for the OM2026 semester will be K190,000.00 per module/subject.

Students are allowed to take a maximum of seven (7) modules per semester.

Students are allowed to take an examination for a subject for a maximum of three times (including a supplementary exam) after which they will be withdrawn on academic grounds should they fail the module after the third time. Students who fail all the modules in a semester will also be withdrawn on academic grounds without the option to repeat the failed modules.

v) Assessment

Students must attempt all the 3 required assessments. Missing one form of assessment for a particular module will mean automatic failure (and therefore be required to repeat the module) for that particular module because it will not be graded. The results will show "INC" (Incomplete) for that module which translates to a repeat. Students are therefore advised that if they miss any of the first two assessments, they are not allowed to take the end-semester exams, and that even if they proceed to write end-semester exams, their results will be nullified.



**Y.G. MACHILA**