

## PAYMENT FOR PROCESSING OF NCBSC APPLICATIONS

The Human Resource Development Council (HRDC) has the responsibility to Process Non-Credit Bearing Short Courses (NCBSCs) Applications for Recognition. Therefore, any Education and Training Provider (ETP) that wishes to offer NCBSC shall apply to HRDC.

The payment of processing fees towards the services rendered by HRDC, are presented in below;

No.	Item Description	Costs
1.	Fees for Application of New Course	P5000.00
2.	Fees for Application of Course Renewal	P2500.00
3.	Fees for Application for Significant Changes	P1500.00
4.	Fees for Youth Owned Companies	50% of the above fees

### **PAYMENT PROCEDURE;**

Stage 1. Applicant completes and submits **Quotation Form** to HRDC Accounts Unit.

Stage 2. HRDC Accounts Unit sends **Quotation** to the Applicant.

Stage 3. Applicant makes **Payment** as per the Quotation **or** Applicant requests for **Invoice** where ETP needs an Invoice before they can pay.

Stage 4. HRDC Accounts Unit issues a **Receipt** to the applicant as proof of payment.

***Any further clarity on quotations and payments must be directed to the Accounts Office on;***

- **Tel: +267 393 0741**
- **Email: [hrdcaccounts@hrdc.org.bw](mailto:hrdcaccounts@hrdc.org.bw)**

### **YOUTH OWNED COMPANIES**

Youth owned companies shall be charged 50% of the stipulated service charges. One must meet the following requirements to be eligible for this dispensation;

1. Must be **thirty-five (35)** years and below
2. Must be a **Citizen** of Botswana
3. The Company Must be **fully citizen** owned

Required Attachments to Applications from Youth Owned Companies;

1. Certified Copy of **National Identity Card**
2. Certified Proof of **Company Registration**
3. Certified Copy of **CIPA Certificate**