HUMAN RESOURCE DEVELOPMENT COUNCIL of BOTSWANA

APPLICATIONS FEES FOR APPROVAL OF NCBSC

Any Education and Training Provider (ETP) that wishes to offer Non-Credit Bearing Short Courses (NCBSCs) shall apply to the Human Resource Development Council (HRDC) for approval at a fee in accordance with this Fees Schedule. Processing fees are paid in advance.

No.	Item Description	Costs
1.	Processing Fees for a New Course – Single Unit	P5000.00
2.	Module Fees of New Course (@10% Standard Fee)	P500.00
3.	Processing Fees for Course Renewal – Single Unit	P2500.00
4.	Module Fees of Renewal Course (@10% Standard Fee)	P250.00
5.	Fees for Application for Significant Changes	P1500.00
6.	Fees for Youth Owned Companies	50% of the above fees

(NB: Module Fees will be charged from the second module)

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.

Further clarity on quotations and payments must be directed to the Accounts Office on;

- ***Tel: +267 393 0741***
- ***Email: hrdcaccounts@hrdc.org.bw***

YOUTH OWNED COMPANIES

Youth owned companies shall be charged 50% of the aforementioned 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 Copies of shareholders **National Identity Cards (Omang)**
2. Company Extracts from **CIPA**
3. Certificate of incorporation from **CIPA**