



TRIUMPHANT COLLEGE

MEMORANDUM

TO: All Students

FROM: Finance Department, Triumphant College

DATE: 26 October 2026

SUBJECT: CLEARANCE OF OUTSTANDING FEES AND PAYMENT
ARRANGEMENTS FOR THE NOVEMBER 2026 EXAMINATIONS

Dear Students,

The Finance Department wishes to inform all students that, in preparation for the November 2026 examinations, all outstanding tuition and other applicable fees must be addressed through payment or an approved payment arrangement within the stipulated period.

All students are urged to visit the Finance Office from **Monday, 26 October 2026, to Friday, 30 October 2026**, between **08h00 and 17h00**, to regularise their accounts and ensure compliance with the College's examination requirements.

1. STUDENTS WHO HAVE PAID REGISTRATION FEES ONLY

Students who have paid their registration fees only but have not made any payments towards their course fees are required to make a payment of at least **75% or more** of their outstanding course fees and settle the required amount by **Friday, 30 October 2026**

Failure to meet this requirement may affect their eligibility to sit for the November 2026 examinations.

2. STUDENTS WITH OUTSTANDING BALANCES EXCEEDING NS2,000

All students with outstanding balances exceeding **NS2,000** are required to visit the Finance Office to make payment arrangements.





FINANCE DEPARTMENT

Erf No. 482, Kornalyn Street, Khomasdal

P.O. Box 6506, Windhoek

Email: studentfinance@triumphant.edu.na

Tel: +264 61 4333 804

- **Privately funded students:** Students are required to pay at least **65% or more** of their outstanding balance by **Friday, 30 October 2026**
- **NSFAF-funded students:** Students with outstanding balances exceeding N\$2000 **TOP UP**, are required to pay at least **65%** of their outstanding balance by **Friday, 30 October 2026**
- All payments and arrangements must be confirmed by the Student Finance Department.

3. STUDENTS WITH OUTSTANDING BALANCES OF N\$2,000 OR LESS

- **NSFAF-funded students:** Students owing N\$2,000 or less (**TOP UP**) are required to pay at least **70%** of their outstanding balance **Friday, 30 October 2026**
- **Privately funded students:** Students are encouraged to settle their outstanding balances in full or make the required payment to reduce their accounts and facilitate the stamping of their examination timetables.

Students should consult the Finance Office if they require clarification regarding their outstanding balances or applicable payment arrangements.

4. REQUIREMENTS

Students visiting the Finance Office for payment arrangement must bring the following documents along:

1. A certified copy of their identity document (ID).
2. A certified copy student card.
3. Proof of payment, where applicable.





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5. IMPORTANT NOTICE

The deadline for making payment arrangements is **Friday, 30 October 2026, at 14h00**. No late arrangements will be entertained after this deadline.

Students who fail to meet the applicable payment requirements or obtain an approved payment arrangement may not be permitted to sit for the November 2026 examinations, in accordance with college policy. Such students may be advised to sit for the second-opportunity examinations in 2027, subject to the applicable College rules.

All students are strongly encouraged to attend to their accounts as early as possible to avoid inconvenience and ensure that their examination requirements are met.

For further enquiries, please contact the Finance Office during working hours.

Your cooperation and prompt attention to this matter are highly appreciated.

Yours faithfully,

Finance Department

Triumphant College

