



THE UNIVERSITY OF THE WEST INDIES

MONA, JAMAICA, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

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FIRST NOTICE

TO: ALL NEW AND RETURNING STUDENTS (UNDERGRADUATE AND POSTGRADUATE)

FROM: CAMPUS REGISTRAR

DATE: June 1, 2018

RE: **2018-2019 REGULATIONS GOVERNING REGISTRATION AND THE PAYMENT OF FEES**

As the Campus seeks to support you in your financial planning for the new academic year, we are providing early notice of the regulations governing registration and the payment of fees for the 2018-2019 academic year. It is our sincere hope that you will use this advanced notice to put proper financial arrangements in place to minimize any undue interruptions to your studies.

The following will be the regulations governing registration and the payment of fees for the 2018-2019 academic year:-

1. ALL FEES (Tuition, Miscellaneous and Residence) are due by **August 27, 2018**. However, students may opt to pay on a Semester basis.
2. Students paying fees by Semester **MUST** make payments by deadlines indicated below or establish installment plans:-
 - i. **Semester I's** Tuition, Miscellaneous and Residence fees by **August 31, 2018**.
 - ii. **Semester II's** Tuition and Residence fees by **January 21, 2019**.
3. Miscellaneous Fees are non-refundable and must be paid in full at the start of the academic year. Students will not be able to access Health Services without the payment of Miscellaneous Fees.
4. Students will not be allowed to start a semester with any balance outstanding from a previous semester (Tuition, Miscellaneous and/or Residence). Returning students must therefore settle ALL outstanding balances (Tuition, Miscellaneous and/or Residence) as a pre-condition for registration. Access to all facilities and resources of the Campus will be denied until such balances are cleared.
5. Students who **have been verified as being approved** for Student Loans or other approved scholarships/grants will be able to select courses and will have full access to all facilities of the Campus.

INSTALLMENT PLANS

6. Students may apply online to The Bursary Online Student System (BOSS), at <https://apps.mona.uwi.edu/bursary/admin/login.php> for consideration for Installment plans as of **August 27, 2018**.
7. Installment Plans are available for servicing current Semester's Fee **ONLY** and may be accessed where:-
 - a. **All previous balances have been settled.**
 - b. **Miscellaneous Fees have been paid in full.**
 - c. **A minimum deposit of 25% of the Semester's fee has been paid.**
8. The deadline for Installment Plans to be in place **FOR SEMESTER I is September 28, 2018. There is no guarantee that students wishing to establish Installment Plans after this deadline will be accommodated.**
9. Students are encouraged to establish realistic Installment plans and to honour ALL agreed deadlines.

IMPORTANT FINANCIAL INFORMATION

10. Student accounts which are not in good standing by the communicated or agreed deadlines will be classified as "delinquent".
11. All delinquent accounts will be subjected to a 1% penalty charge at the end of each month on the outstanding balance until the account has been regularized.
12. All new and returning students who need advice on financing options are encouraged to visit the Student Administrative Services Section (SASS), the Office of Student Financing (OSF) or the UWI Development and Endowment Fund (UWIDEF).
13. **Further details on obtaining an Installment Plan and any other financial related matters may be obtained from the Student Administrative Services Section (SASS) of the Bursary via:-**
 - **Telephone at 970-6733-35, 970-6738-39, 970-6740 and Cell: 618-5066.**
 - **Email: customer.services@uwimona.edu.jm**
 - **Chat with us live through the Bursary Online Student System (BOSS) page <https://apps.mona.uwi.edu/bursary/>**

COLLECTION AGENCY AND CREDIT BUREAUS

14. Students are reminded that the UWI, Mona has been approved to access credit information for our current and potential students through Credit Bureaus. The Campus has also engaged the services of the Jamaica Collection and Recovery Services Limited (JCRS) and reserves the right to provide both the Credit Bureaus and the Jamaica Collection and Recovery Services Limited with information on students and graduates who are delinquent in meeting their financial obligations with the Campus.

PAYMENT LOCATIONS

15. Fees can be paid online using the UWI Mona E Commerce facility at <http://www.mona.uwi.edu/studinfo/fees>. Fees can also be paid at any of the following locations:-
- Paymaster
 - Bill Express
 - UWI Bursary Cashier
 - UWI (Mona) & Community Co-op. Credit Union Ltd
 - National Commercial Bank (NCB) island-wide.
16. The normal opening hours for the UWI Bursary Cashier are **Mondays to Fridays, 9:00am to 3:00pm.**
17. The acceptable methods for payment include Cash, Debit Cards, Keycard Cash Card and Credit Cards.

FOR FINALIZING STUDENTS

18. In addition to points #1 and #2 above:-
- A) Finalizing students completing in **Semester One** should note carefully:-
- i) You will be required to pay 50% of Semester I's Fees by **Wednesday, October 3, 2018.**
 - ii) The remaining 50% **MUST** be paid in full by **Friday, November 23, 2018.**
- B) Finalizing students completing in **Semester Two** should note carefully:-
- i) You will be required to pay 50% of Semester II's Fees by **Friday, February 22, 2019.**
 - ii) The remaining 50% **MUST** be paid in full by **Friday, April 12, 2019.**
- C) Finalizing students completing in **Summer/ Summer School** should note carefully:-
- i) You will be required to pay 50% of the Summer/Summer School's fees by **Friday, June 28, 2019.**
 - ii) The remaining 50% **MUST** be paid in full by **Wednesday, July 10, 2019.**
19. Finalizing students who fail to meet any of the deadlines given will have **ALL** their courses removed but will be allowed to re-register once the necessary payments are made. Such students who re-register for courses will be required to pay any applicable Late Registration Fees and should note that no special arrangements will be made for any component of a course which was missed due to the lack of registration/financial clearance. In addition, where relevant, original class schedules cannot be guaranteed.

The UWI, Mona remains committed to student success. We therefore urge you to be proactive in managing your financial affairs by seeking funding sources as soon as possible and also keeping abreast of ALL deadlines. Please be sure to communicate with the Bursary where payments may be delayed.

CAMILLE BELL-HUTCHINSON

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