

**Academic Board Sub-Committee for Undergraduate Student Matters (ABSCUSM)  
Late Request Dates/Fines for Students**

**SEMESTER 1 2020/2021**

DATES	REGISTRATION PERIOD	GUIDELINES	PENALTY
Aug 24 - Sept 28, 2020	<b>Normal Registration</b>	Students are able to access SAS for normal registration.	<b>None</b>
Sept 28, 2020	<b>End of Normal Registration Period</b>	Online course registration on SAS closes at 11:59 PM.	<b>None</b>
Sept 29 - Oct 2, 2020	<p><b>Late Registration Period</b></p> <p>All requests for Add/Drop must be done via the <b>Late Registration Penalty Process</b> where students gain access to SAS to add/drop courses after paying the stipulated late registration fine.</p> <p>Students can still request <b>without penalty</b>:</p> <ol style="list-style-type: none"> <li>Leave of Absence (LOA)</li> <li>Voluntary Withdrawal (VW)</li> </ol>	<p>Late Fines will be added as of October 1, 2020 to all accounts with outstanding balances if students have not entered into a formal Installment Plan agreement with The UWI.</p> <p>Requests for LOA and VW can be made via the Automated Student Request System (ASRS) on SAS.</p>	<p><b>Late Registration Penalty fine</b> <b>\$2,000</b></p>
Oct 2, 2020	<p><b>DEADLINE for the following:</b></p> <ol style="list-style-type: none"> <li>Drop Semester I courses</li> <li>Request Leave of Absence (LOA)</li> <li>Request Voluntary Withdrawal (VW)</li> </ol>	<p><b>Courses <u>cannot</u> be dropped after this date.</b></p> <p>Requests for LOA and VW made after this date will be subject to the <i>UWI Registration and Refund Policies</i> and courses will not be removed.</p>	<p><b>Late Registration Penalty fine</b> <b>\$2,000</b></p>
Oct 4, 2020	<b>Start of Mid-Semester Examinations</b>		
Oct 4 - Nov 29, 2020	<p>Students can <b>only add</b> courses via the <b>Late Registration Penalty Process</b>. SAS is accessed after paying the stipulated late registration fine and will only allow the addition of courses.</p> <p><b>Courses cannot be dropped during or after this period.</b></p> <p>Applications for <b>Late Leave of Absence (LLOA)</b> and <b>Late Voluntary Withdrawal (LVW)</b> may be submitted via the ASRS.</p>	<p>Requests are subject to penalties and the <i>UWI Registration and Refund Policies</i> <b>will apply to all</b> approved LLOA and LVW requests during this period.</p> <p>LLOA and LVW requests <b>without any course registration</b> are approved without penalty.</p>	<p><b>Late Registration Penalty fine</b> <b>\$4000</b></p>
Nov 30 - Dec 22, 2020	<p>Students can <b>add</b> courses via the <b>Late Registration Penalty Process</b>. SAS is accessed after paying the stipulated late registration fine and will only allow the addition of courses.</p>	<p>LLOA and LVW granted <b>only if</b> there are no courses in the applicable semester.</p> <p>Based on <i>The UWI's Registration and Refund Policies</i> tuition fee refunds may not be granted and courses cannot be dropped at this time.</p>	<p><b>Late Registration Penalty fine</b> <b>\$8,000</b></p>
After Dec 22, 2020	<p><b>Retroactive Period</b></p> <p>Students can make requests on ASRS for Add/Drop, LLOA and LVW.</p>	<p>Late Registration Penalty applies to add/drop requests made during this period.</p> <p><i>The UWI's Registration and Refund Policies</i> apply therefore tuition fee refunds may not be granted and courses cannot be dropped at this time.</p>	<p><b>Late Registration Penalty fine</b> <b>\$8,000</b></p>