



THE UNIVERSITY OF THE WEST INDIES

MONA, JAMAICA, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

Administrative Annex, University Place, Kingston 7

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MEMORANDUM

TO: All Students

FROM: **CAMPUS REGISTRAR**

DATE: March 23, 2023

RE: **Regulations Governing Accessing Semester Two 2022-2023 Final Assessments**

Concomitant with our 2022-2023 Regulations for Registration and Payment of Fees dated June 20, 2022, students are asked to note the following regulations governing accessing final assessments for Semester Two 2022-2023:-

1. In order to access final assessments beginning April 24, 2023, students are required to be registered and financially cleared. Students are considered financially cleared once Miscellaneous Fees, Semester Two tuition fees and Semester One Residence fees (where applicable) have been paid in full. All instalments for approved payment plans as prescribed by the Registration and Payment of Fees Regulations for 2022-2023 should be completed by April 25, 2023.

All students who are not on an approved instalment plan must resolve all financial matters by **April 19, 2023** in order to be financially cleared for final examinations.

2. **Finalizing Students** must clear ALL outstanding fees (**tuition, miscellaneous, residence, etc.**) by April 19, 2023.
3. Students will be allowed access to final assessments at the point they become financially cleared, that is, all applicable fees have been cleared. Access will only be granted to those assessments that have not yet been administered. **NO consideration will be given for any make up assignments or assessments which were missed as a result of a lack of registration and/or financial clearance. In such instances, students will be required to re-register for the course when next it is offered and pay all associated fees.**
4. Please note that Payment Plans are no longer available at this time for Semester Two 2022-2023.

5. For further details on the University's examination procedures, students are advised to visit the Examinations Section's website at <https://www.mona.uwi.edu/exams/>
6. **For further details on financially related matters, please contact the Student Administrative Services Section (SASS) of the Bursary via:-**
 - Telephone at 970-6733-35, 970-6738-39, 970-6740 and Cellular: 618-5066.
 - Email: customer.services@uwimona.edu.jm
 - Live Chat through the Bursary Online Student System (BOSS) page <https://apps.mona.uwi.edu/bursary/>
 - WhatsApp: 876-280-8238

PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:

- i. You are urged to be proactive and to check your registration status prior to the start of the final assessment period. **Do not wait until the morning of an assessment to check if you are duly registered for a course. This will create major delays in accessing your assessment and there is no guarantee that you will get additional time to complete the assessment.**
- ii. **Balances should be cleared well in advance of any assessment as prescribed above and not the day before or morning of an assessment.** This allows time for the administrative issues to be dealt with - such as enabling the addition of courses and access to the Examination Venue. This is absolutely necessary as there is no guarantee that you will be allowed additional time to complete the assessment.

We wish ALL students every success in their final assessments.

DONOVAN STANBERRY