



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 9, 2017

RE: REGULATIONS GOVERNING REGISTRATION AND THE PAYMENT OF TUITION FEES 2017-2018

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 the payment of tuition fees for the 2017-2018 academic year. It is our sincere hope that you will use this advanced notice to put proper arrangements in place to minimize any undue interruptions to your studies.

The following will be the **regulations governing the payment of Tuition Fees**:-

1. All Fees (Tuition, Miscellaneous and Residence) are due by **August 28, 2017**. However, students may opt to pay on a Semester basis. Students paying fees by Semester must pay:-
 - i. Semester I Tuition, Miscellaneous and Residence fees by **August 30, 2017**.
 - ii. Semester II Tuition and Residence fees by **January 23, 2018**.
2. Students are not allowed to start a semester with any balance (Tuition, Miscellaneous and/or Residence) outstanding from a previous semester.

ACCESS TO CAMPUS FACILITIES & SERVICES

3. Returning students with outstanding balances (Tuition, Miscellaneous and/or Residence) must settle these as a pre-condition for registration. **Such students will NOT BE ALLOWED to select courses for the new academic year and will be denied access to all facilities of the Campus until these balances are cleared.**
4. 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.
5. Miscellaneous Fees are non-refundable and must be paid in full at the start of the academic year.

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 28, 2017**.
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 29, 2017**. **There is no guarantee that students wishing to establish Installment Plans after this deadline will be accommodated.**
9. Students who are approved for an Installment Plan must honour these arrangements. If monthly commitments are not honored then the account is classified as delinquent.

FOR FINALIZING STUDENTS

10. In addition to point #1 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 4, 2017**.
 - ii) The remaining 50% **MUST** be paid in full by **Friday, November 24, 2017**.
- 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 23, 2018**.
 - ii) The remaining 50% **MUST** be paid in full by **Friday, April 13, 2018**.
- 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 29, 2018**.
 - ii) The remaining 50% **MUST** be paid in full by **Wednesday, July 11, 2018**.

Students who fail to meet any of the deadlines given will have **ALL** their courses removed until the requisite payments are made.

FINANCIAL ADVICE

1. All delinquent accounts will be subject to a 1% penalty charge at the end of each month on the outstanding balance until the account has been regularized.
2. 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) for assistance.
3. **Further details on Installment Plans 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/>

The UWI, Mona looks forward to working with you as you strive to achieve your goals.

CAMILLE BELL-HUTCHINSON

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**Office of the Campus Registrar
UWI, Mona Campus
June 9, 2017**