THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

OFFICE OF THE CAMPUS REGISTRAR

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FIRST NOTICE

TO: ALL NEW AND RETURNING STUDENTS (UNDERGRADUATE & POST-GRADUATE)

FROM: **CAMPUS REGISTRAR**

DATE: July 15, 2025

RE: **Regulations Governing Registration and Payment of Fees for the 2025-2026 Academic Year**

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 2025-2026 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 2025-2026 academic year:-

1. **ALL FEES (Tuition, Miscellaneous and Residence) are due by August 29, 2025.** However, students may opt to pay on a semester basis. **(Fees may be viewed at https://www.mona.uwi.edu/fees)**

2. Students paying fees by semester must settle their obligation by the deadlines indicated below:-
   i. **Semester I's** Tuition, Miscellaneous and Residence fees by **August 29, 2025.**
   ii. **Semester II's** Tuition and Residence fees by **January 16, 2026**.

   Students must complete payments for the respective semesters by the deadline stated above. The University does however understand that financing tertiary studies is a challenge and therefore offers a payment installment facility. Students who are unable to pay their fees in full by these deadlines are strongly urged to make use of the installment plan facility. Further details regarding the installment plan are provided below.

3. Miscellaneous Fees are non-refundable and must be paid in full at the start of the academic year.

4. Students will not be allowed to start a semester with any balance outstanding from a previous semester (Tuition, Miscellaneous and/or Residence). Where a balance remains for a previous semester students will not be permitted to register. In instances where a student has registered for a semester and a balance is outstanding for a prior semester, the registration for the current/upcoming semester will be removed if the outstanding amount is not cleared ahead of the start of the new semester.

5. In addition to Point #4, students are required to be registered and financially cleared for the current semester before commencing classes. Financial Clearance is dependent on the following conditions:
   i. Payment of Miscellaneous fees for the academic year in full; and
   ii. Either payment of the full Semester's fees OR the establishment of an approved Installment Plan which is being honoured.

Access to all facilities and resources of the Campus will be denied until these conditions have been satisfied.

6. Financial Clearance is a requirement for all students to access assessments/examinations, which includes mid-semester assessments. Students must either pay their fees in full at the start of the semester or enter in, and honour, an approved installment plan with the Campus to allow an extended payment schedule to satisfy their financial obligation. **Students who are not financially cleared in relation to their current semester's fees will be denied access to mid-semester and final assessments/examinations.**

7. Students who have been verified as being approved for Student Loans or other approved scholarships/grants which satisfies their financial obligation will be allowed to select courses and will have full access to all the facilities of the Campus.

INSTALLMENT PLANS

8. Students will be able to apply online to The Bursary Online Student System (BOSS), at https://apps.mona.uwi.edu/bursary/account/login.php for consideration for an Installment plan starting from:
    - Semester One **– Monday, August 4, 2025**
    - Semester Two **– Tuesday, January 6, 2026**

9. Installment Plans are available for servicing current Semester's Fees 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**.

10. The following will be the payment schedule for **Semester One** for approved installment plans:
    a. Deposit – **25% of Semester's fee**
    b. September 30, 2025 - **25% of Semester's fee**
    c. October 30, 2025 - **25% of Semester's fee**
    d. November 28, 2025 - **25% of Semester's fee**

    The deadline for Installment Plans to be in place for **Semester One** is **September 12, 2025.**

11. The following will be the payment schedule for **Semester Two** for approved installment plans:
    a. Deposit – **25% of Semester's fee**
    b. February 27, 2026 - **25% of Semester's fee**
    c. March 30, 2026 - **25% of Semester's fee**
    d. April 24, 2026 - **25% of Semester's fee**

    The deadline for Installment Plans to be in place for **Semester Two** is **January 30, 2026.**

IMPORTANT FINANCIAL INFORMATION

2. Student accounts which are not in good standing by the communicated or agreed deadlines will be classified as "delinquent".

3. 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.

4. 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).

5. **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:-**
    - **Email: customer.services@uwimona.edu.jm**
    - **Telephone at (876) 927-1660-9 and Cellular: (876) 618-5066.**
    - **Live Chat through the Bursary Online Student System (BOSS) page https://apps.mona.uwi.edu/bursary/**
    - **WhatsApp: 876-280-8238**

COLLECTION AGENCY AND CREDIT BUREAUS

6. Please note 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 collection agencies and reserves the right to provide both the credit bureaus and the collection agencies with information on students and graduates who are delinquent in meeting their financial obligations to the University.

PAYMENT LOCATIONS

7. 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 facilities:-
    - **National Commercial Bank (NCB)**
    - **Jamaica National Bank**
    - **Infiniti Co-operative Credit Union**
    - **Paymaster**
    - **Bill Express**
    - **Western Union**
    - **The UWI Cashiers located on the Main Campus in Kingston and Western Jamaica Campus in Montego Bay.**

The normal opening hours for the UWI Bursary Cashiers are **Mondays to Fridays, 9:00am to 3:00pm.**

8. The acceptable methods for payment include Cash, Debit Card, Credit Card and Manager's cheque.

9. Finalizing students must clear all current fees, including Residence Fees, at the start of the semester or enter into an Installment Plan based on the deadlines indicated above. Finalizing students who fail to do so will have **ALL** their courses removed but will be allowed to re-register once the necessary payments are made. Such students who re-registers for courses will be required to pay any applicable Late Registration Fee. In addition, where relevant, original class schedules cannot be guaranteed.

ABSENCE FROM EXAMINATIONS/ASSESSMENTS

10. Students who are absent from an assessment as a result of a lack of registration or financial clearance will not be allowed any special arrangements for the assessment that was missed. Such students will be required to re-register for the course when next the course is offered and pay all associated fees.

The UWI-Mona remains committed to student success and therefore urge students to be proactive in managing their financial affairs by seeking funding sources as soon as possible and also keeping abreast of ALL deadlines.

Donovan Stanberry