



**THE UNIVERSITY OF THE WEST INDIES**  
**MONA CAMPUS**  
**OFFICE OF THE CAMPUS REGISTRAR**  
**MEMORANDUM**

**TO:** ALL UNDERGRADUATE STUDENTS  
**FROM:** CAMPUS REGISTRAR *[Signature]*  
**DATE:** January 29, 2013  
**SUBJECT:** REGULATIONS GOVERNING THE PAYMENT OF HALL AND TUITION FEES FOR SEMESTER II 2012/2013

1. All outstanding balances over J\$2,000 must be settled as a pre-condition for registration. **Students with balances greater than J\$2,000 will be blocked from registering for courses.**
2. Tuition Fees are due and payable **on or before February 10, 2013**. Students who have difficulty meeting this deadline may apply for a Payment Plan under the following terms:
  - a. 25% of tuition fees must be paid up front with the remainder payable over the semester in equal installments. These installments are payable at the end of each month.
  - b. Students who wish to have the benefit of a payment plan must agree to have the plan signed off by his/her parent/guardian or sponsor. If the student is self-financing his/her fees, then there must be evidence of how the financing is to be met.
  - c. Any student who either (i) is not fully paid up or (ii) does not have an approved payment plan in place by **February 10, 2013** or (iii) who defaults on an agreed Payment Plan will be blocked from all student support IT systems and will NOT be allowed to sit mid-semester examinations.
3. **Payment plans will not be available to finance any portion of outstanding balances, miscellaneous fees or Fees for rooms in Halls of Residence.**
4. **Students will be liable for tuition fees for all courses selected and not dropped by February 23, 2013. THIS WILL BE STRICTLY ENFORCED.**
5. **Students who are not in good standing<sup>1</sup> and who chose not to drop their courses by the February 23, 2013 deadline for dropping courses will be barred from examinations and will receive academic failures for the relevant courses (Failed Absent - FA)<sup>2</sup>.**

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<sup>1</sup> "In good standing" means that all debts owed by the students to the University are fully paid or that arrangements for their payments satisfactory to the University have been made.

<sup>2</sup> "FA" is a designation assigned when a student is absent from an examination without a valid reason and is counted towards the student's GPA.

**ALL STUDENTS WHO NEED ADVICE ON FINANCING OPTIONS SHOULD VISIT THE OFFICE OF  
STUDENT FINANCING**

**HALLS OF RESIDENCE**

**The following conditions hold for ALL students who lived on Hall:**

1. Fees for Halls of Residence for ALL students must be paid in full before rooms will be made available. CARICOM and International Students who arrive in Jamaica prior to paying Hall Fees will be given access to rooms and will be required to pay Hall Fees within one week of arrival on Campus. [Exceptions will be made for students who are holders of scholarships or who are sponsored by their respective Governments to the extent that these include payment of Hall Fees. Students who fall in either category must provide the requisite proof to their Student Services and Development Manager (SS&DM)].
2. The deadline for the payment of Hall Fees for Semester II was January 19, 2013.
3. Students who have not yet paid their Hall Fees for Semester I and/or Semester II **must immediately** make arrangements for payment.

**Office of the Campus Registrar  
UWI, Mona  
January 29, 2013**