NOTICE FOR NEW AND CONTINUING STUDENTS

Payment Procedures for Semester 2

Academic Year 2015/2016

1. For Semester 2, 2015/2016, the Open Campus is offering a five percent (5%) discount on tuition fees to students who satisfy the requirements stated at clause (4) below. To view the discounted fees, please see the Schedule of Fees 2015/2016 found in the Financial Information section of the Open Campus website at http://www.open.uwi.edu/undergraduate/ tuition-fees

2. During the registration period for Semester 2, 2015/2016 (January 04 – January 24, 2016), when you go into the student portal to register for a course, a message will be displayed to advise you that you need to make a payment to access the course content in the Learning Exchange and to remove the Financial Clearance Hold (FCH) in place.

(Please note that the FCH will be re-triggered if you add or drop a course during the registration period, or if staff in the Registry add or drop courses after the registration period closes. In such cases, the responsible Site staff member(s) will manually remove the hold, after checking to ensure that no new fees are outstanding).

3. Once you have made payment at the bank, you must present the customer copy of the payment slip as proof of payment to the relevant Site for verification and removal of the FCH. The verified payment slip will be returned to you as proof of receipt of the payment.
4. A valid receipt or suitable evidence of full payment of the discounted tuition fees and administrative fees must be presented to the relevant Site by January 25, 2016 to qualify for the discount.

5. If you are to be fully or partially funded by a governmental or other approved institution you must show documented and legitimate proof of such sponsorship AND submit a completed Student Declaration Form by February 02, 2016 in order to gain access to the Learning Exchange for Semester 2, 2015/2016. The Student Declaration Form is available from your Site or from the Financial Information section of the Open Campus website.

6. Where a student is not eligible for a discount under Clause (4) above, a Payment Plan, approved by the Head of Site (or person so delegated), must be in place by February 02, 2016 in order to gain access to the Learning Exchange for Semester 2, 2015/2016.

7. No Payment Plan will be approved unless and until one third of tuition fees and all administrative fees and any arrears from previous semesters have been paid.

8. If you fail to honour the terms of your Payment Plan you may have an FCH placed on your account and you will not have access to grades, promotion, certificates, graduation and all services until proof of full payment is submitted to the relevant Site.

9. After the end date of February 02, 2016, if the requirements under (4) - (6) have not been satisfied, your selected courses will be removed from the system. Continuing students will be automatically placed on Leave of Absence for the semester. (This will not affect your normal entitlement to Leave of Absence under the student Regulations). New students may apply to the Recruitment, Admissions and Registration department for a deferral at studentdeferral@dec.uwi.edu.

10. Questions regarding these procedures should be directed to the Head of Site or designated staff members who have responsibility at the Sites for implementing this process.

Office of the Campus Registrar
December 21, 2015