



THE UNIVERSITY OF THE WEST INDIES

MONA, JAMAICA, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

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FIRST NOTICE

TO: ALL STUDENTS (UNDERGRADUATE AND POSTGRADUATE)

FROM: CAMPUS REGISTRAR

DATE: MAY 5, 2017

RE: **REGULATIONS GOVERNING REGISTRATION, THE PAYMENT OF TUITION FEES AND THE SITTING OF EXAMINATIONS FOR SUMMER/ SUMMER SCHOOL/ SUPPLEMENTAL 2016-2017**

As the Campus seeks to support you in your financial planning for the upcoming Summer/ Summer School/ Supplemental session, we are providing early notice of the regulations governing registration and the payment of tuition fees. 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.

1. Normal Registration will be May 15 – June 11, 2017.
2. Teaching begins on **May 29, 2017**.
3. Late Add/ Drop period for Summer/ Summer School/ Supplemental registration will be June 12 – 18, 2017. A fine of \$1,000 will be payable within this period.
4. Late addition of courses (**dropping of courses not allowed**) will be June 19 – July 28, 2017. A fine of \$2,000 will be payable within this period.
5. All Summer /Summer School Fees are due by **May 31, 2017**.
6. Students with outstanding balances (Tuition and/ or Miscellaneous) must settle these as a pre-condition for registration. **Such students will NOT BE ALLOWED to select courses for the Summer/ Summer School/ Supplemental session and will be denied access to all facilities of the Campus until these balances are cleared.**
7. Students with outstanding balances (Tuition and/ or Miscellaneous) that may have already selected courses for the Summer/ Summer School/ Supplemental Session will be required to clear their balance by May 25, 2017. Failure to do so will result in your course selections being removed.

8. In addition to points # 6 and 7 above, **Finalizing students** should note carefully that they are required to clear **ALL** fees in full by **Monday July 3, 2017**. Students who fail to meet this deadline will have **ALL** their courses removed.
9. For further details on financial related matters please contact the Student Administrative Services Section (SASS) of the Bursary at 970-6733-9.

We look forward to working with you as you strive to achieve your goals.

CAMILLE BELL-HUTCHINSON