



# THE UNIVERSITY OF THE WEST INDIES

MONA, JAMAICA, WEST INDIES

## OFFICE OF THE CAMPUS REGISTRAR

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### MEMORANDUM

TO: ALL STUDENTS

FROM: CAMPUS REGISTRAR

DATE: January 22, 2016

RE: **Upcoming Student Deadlines for February 20, 2016**

ALL undergraduate and postgraduate students are being reminded that the deadline for the following activities will be on **February 20, 2016**:-

1. **Dropping of courses.**
2. **Application for Voluntary Withdrawal.**
3. **Application for Leave of Absence.**

#### **OTHER IMPORTANT NOTES**

1. Students wishing to make registration changes after Sunday, January 24, 2016 will be required to pay an increasing late registration penalty fine starting at \$1,000.
2. Students with outstanding balances for Semester I will not be able to view examination grades or select courses for Semester II if these outstanding fees are not cleared in full.
3. Students with outstanding balances for Semester I who already selected courses for Semester II are urged to clear these balances at the earliest possible time or apply for Leave of Absence.
4. Students with outstanding balances for Semester I who do not apply for Leave of Absence by February 20, 2016 will be placed on Compulsory Leave of Absence for Semester II 2015-2016.

**CAMILLE BELL-HUTCHINSON**

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