



# 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 12, 2017

RE: **REGULATIONS GOVERNING REGISTRATION FOR SEMESTER II 2016-2017**

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Further to our notice dated June 17, 2016, this is to remind ALL students of the following regulations governing payment of Fees and Registration for Semester II 2016-2017:

1. Students will not be able to view Examination Grades until all outstanding Fees for any PRIOR Semester (excluding Residence Fees), have been settled.
2. With the exception of MBBS Students, ALL students are asked to note that their Semester II Tuition, Miscellaneous and Residence Fees are due and payable by **January 25, 2017**. Residential students are asked to note that access to rooms will be dependent on the payment of Hall Fees.
3. Students who have not yet selected courses for Semester II, and who have outstanding fees for any PRIOR Semester (excluding Residence Fees), will **NOT** be allowed to select courses for Semester II 2016-2017.
4. Students who have already selected courses for Semester II should note that these courses will be removed if outstanding balances for PRIOR Semesters (excluding Residence Fees) are not fully cleared by **January 15, 2017**.
5. Students MAY be able to re-register for their courses once outstanding balances (excluding Residence Fees) are fully settled. However, there is no guarantee that the same class schedule will obtain.
6. All registration after January 21, 2017, will attract a late registration penalty fine.

#### ACCESS TO CAMPUS FACILITIES & SERVICES

7. Students with outstanding balances (Tuition, Miscellaneous and/or Residence) **will be denied access to facilities of the Campus until these balances are cleared**.
8. Students who **have been verified as being approved** for Student Loans or other scholarships/grants will be able to select courses and will have full access to all facilities of the Campus.

**FOR FINALIZING STUDENTS**

9. In addition to the above, please be reminded that:-
  - (i) You are required to pay 50% of Semester II's Fees by **Friday, February 24, 2017**.
  - (ii) The remaining 50% **MUST** be paid in full by **Friday, April 14, 2017**.
  
10. Failure to meet the deadlines indicated in #9 will result in your Semester II registration being removed.

The University wishes you a Happy New Year and looks forward to working with you throughout the year as you strive to achieve your goals.

**CAMILLE BELL-HUTCHINSON**

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