



## **THE UNIVERSITY OF THE WEST INDIES**

MONA, JAMAICA, WEST INDIES

### **OFFICE OF THE CAMPUS REGISTRAR**

Administrative Annex, University Place, Kingston 7

Tel: (876) 977-1202 Fax: (876) 970-4471 email:campusregistraroffice@uwimona.edu.jm

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**TO:** ALL STUDENTS (UNDERGRADUATE AND POSTGRADUATE)

**FROM:** CAMPUS REGISTRAR

**DATE:** January 12, 2017

**RE:** **REGULATIONS GOVERNING THE PAYMENT OF HALL FEES FOR SEMESTER II 2016-2017**  
**(EXCEPT THE LESLIE ROBINSON AND GERALD LALOR HALLS)**

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Further to our notice dated July 6, 2016, this is to remind ALL students of the following regulations governing payment of Hall Fees:

1. Hall Fees for Semester I were due and payable on **August 21, 2016**.
2. ALL Outstanding Hall Fees **MUST** be paid BEFORE students are admitted to the Hall of Residence for Semester II.
3. Hall Fees for Semester II are due and payable on or before **January 25, 2017**. Students will be required to show proof of payment before being admitted to a Hall of Residence.
4. Students wishing to pay Hall fees monthly are required to:-
  - a. Before entering the Hall pay one month's fee as security deposit for the year or for the period for which accommodation has been secured.
  - b. Pay the sum due for the month on or before the first day of the month.
5. At the end of the year or the period for which accommodation has been secured, the security deposit would be applied to any outstanding balance on the student's account and any unapplied portion of the deposit would be refunded.

#### **INSTALLMENT PLANS**

6. Students may apply online to The Bursary Online Student System (BOSS), at <https://apps.mona.uwi.edu/bursary/admin/login.php> for consideration for Installment plans.

7. Installment Plans are available for servicing current Semester's Fee ONLY and may be accessed where:-
  - a. **All prior hall balances have been settled.**
  - b. **A minimum deposit of 25% of the Semester's Hall Fee has been paid.**
8. The deadline for Installment Plans to be in place **FOR SEMESTER II is January 31, 2017. There is no guarantee that students wishing to establish Installment Plans after these deadlines will be accommodated.**
9. Students who are approved for an Installment Plan must honour these arrangements. If monthly commitments are not honoured then the account is classified as delinquent. All delinquent accounts will be subject to a 1% per month penalty charge on the outstanding balance until the account has been regularized.
10. Further information on obtaining an Installment Plan and any other financial related matters may be obtained from the Student Administrative Services Section (SASS) of the Bursary. They can be reached at 970-6733-9.

#### **FINANCIAL ADVICE**

11. All students who need advice on financing options are encouraged to visit the Student Administrative Services Section (SASS), the Office of Student Financing (OSF) or the UWI Development and Endowment Fund (UWIDEF) for assistance.

**Office of the Campus Registrar  
UWI, Mona Campus  
January 12, 2017**