



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

MEMORANDUM

TO: ALL UNDERGRADUATE & POST GRADUATE STUDENTS

FROM: **CAMPUS REGISTRAR**

DATE: NOVEMBER 19, 2020

RE: **REGULATIONS GOVERNING ACCESSING SEMESTER I 2020-2021 ASSESSMENTS**

All students are asked to note the following regulations governing accessing final assessments for Semester I 2020-2021:-

1. In order to access final assessments students are required to be registered and financially cleared. Students are considered financially cleared once all previous semester balances and Miscellaneous Fees for the current academic year has been cleared and the following requirement for current semester fees has been satisfied:
 - i. The balance for tuition fees is cleared in full; or
 - ii. An approved payment plan is being honoured; or
 - iii. There is verification of an approved Student Loan or another scholarship/grant covering the semester's tuition fee.

We urge you to resolve all registration and financial matters by **December 1, 2020**.

2. Finalizing students must clear ALL outstanding fees (tuition, miscellaneous, residence, etc.) or be honouring an approved payment plan.
3. Students who clear outstanding tuition balances PRIOR TO any of their assessments will be allowed to access **subsequent** assessments. NO consideration will be given for any make up assignments or assessments which were missed as a result of a lack of registration and/or financial clearance prior to the start of the assessment period.
4. **Please note that Payment Plans are no longer available.**
5. For further details on the University's examination procedures, students are advised to visit the Examinations Section's website at <https://www.mona.uwi.edu/exams/>

6. For further details on financially related matters, please contact the Student Administrative Services Section (SASS) of the Bursary via:-
- Telephone at 970-6733-35, 970-6738-39, 970-6740 and Cellular: 618-5066.
 - Email: customer.services@uwimona.edu.jm
 - Live Chat through the Bursary Online Student System (BOSS) page <https://apps.mona.uwi.edu/bursary/>
 - WhatsApp: 876-280-8238

PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:

- A. You are urged to be proactive and to check your registration status prior to the start of the final assessment period. **Do not wait until the morning of an assessment to check if you are duly registered for the course. This will create major delays in accessing your assessment and there is no guarantee that you will get additional time to complete the assessment.**
- B. **Balances should be cleared well in advance of any assessment and not the day before or morning of an assessment.** This allows time for the administrative issues to be dealt with - such as enabling the addition of courses.

We wish ALL students every success in their final assessments.

DONOVAN STANBERRY