



THE UNIVERSITY OF THE WEST INDIES

MONA, JAMAICA, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

Administrative Annex, University Place, Kingston 7

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MEMORANDUM

TO: ALL UNDERGRADUATE & POST GRADUATE STUDENTS

FROM: **CAMPUS REGISTRAR**

DATE: JUNE 25, 2021

RE: **REGULATIONS GOVERNING ACCESSING SUMMER/SUMMER SCHOOL 2020-2021 ASSESSMENTS**

All students are asked to note the following regulations governing accessing final assessments for Summer/Summer School 2020-2021:-

1. In order to access final assessments beginning July 12, 2021, students are required to be registered and financially cleared. Students are deemed financially cleared once the following requirements for current semester fees have been satisfied:
 - i. Tuition and Miscellaneous fees are cleared in full; or
 - ii. There is verification of an approved scholarship/grant covering the semester's tuition fee.

We urge you to resolve all registration and financial matters by **July 2, 2021**.

2. In addition to point #1, Finalizing students must also clear Residence Fees.
3. Students who clear outstanding 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. 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/>
5. **For further details on financially related matters, please contact the Student Administrative Services Section (SASS) of the Bursary via:-**
 - Email: customer.services@uwimona.edu.jm
 - Telephone at 970-6733-35, 970-6738-39, 970-6740 and Cellular: 618-5066.
 - 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. This is absolutely necessary as there is no guarantee that you will be allowed additional time to complete the assessment.

We wish ALL students every success in their final assessments.

DONOVAN STANBERRY