



UWI

OPEN CAMPUS

Online | On site | On demand



Student Payment Plans

Is paying for your higher and continuing education becoming more difficult?



Do you have questions such as:

- Why are my course fees going up?
- What is financial aid?
- Will there be awards or scholarships available?
- Can I pay my course fees in stages?
- What happens if I can't pay?
- Who can I talk to in confidence about my situation?



Our Current Financial Alternatives For You

We are very sympathetic to the possible negative effects on our students and so the Open Campus will do as much as we can to mitigate the hardship on students.

Please make an appointment to speak with the Head or the Programme Officer at your local Open Campus site. They will advise you on the steps you need to take to make a payment plan agreement with the Open Campus.

Guidelines for the Payment Plan Agreement

Our Payment Plan Agreements provide short-term financial assistance to cover tuition fees only and are approved for one semester at a time. Payment Plan Agreements are not available for the Summer Session. The Summer Session is a shorter period and for most programmes the Summer Session is optional.

It is not intended that Payment Plan Agreements should be the normal way in which students finance their entire programme. Such agreements are to be made at the discretion of the local Head of the Open Campus Country Site and are used judiciously to assist students who are having specific financial difficulties.

Eligibility

1. Only students who are in good financial standing will be allowed to sign up for the Payment Agreement Plan.
2. Students should demonstrate the need for financial assistance.
3. Students should be registered for a minimum of 9 and a maximum of 15 credits.

Process

1. Students must meet with Open Campus Site Heads or Programme Officers to discuss their case.
2. Students must complete and sign the Payment Plan Agreement Form and submit it to the Centre for approval.
3. Sites will maintain a record of Payment Plan Agreements and payments made.
4. A list of students on Payment Plan Agreements and the amounts of each agreement will also be kept by the Bursar/Campus Chief Financial Officer.
4. Sites will send out reminders to students one week before the deadline for payment each month.
5. Students will receive a copy of the Agreement for their records.
6. Failure to make payments or present evidence of payments made by the due date will mean that a student is in default of payment and the actions outlined in the Default Statement will be implemented.
7. Failure to pay fees and/or to have an approved Payment Plan Agreement will mean that a student is in default of payment and the actions outlined in the Default Statement will be implemented.
8. Sites will inform the Bursar/Campus Chief Financial Officer if a student is in default of payment.

Payment Schedule

1. Students should be allowed to pay fees in a maximum of **three** installments.
2. For Semester II 2008/2009 the payment dates are as follows:
 - January 30, 2009
 - February 27, 2009
 - March 31, 2009

Default Statement

Failure to pay as per the agreed payment schedule and/or failure to present evidence of payment by the due date(s) will constitute a breach of the Payment Plan Agreement and students will be considered to be in default.

In the event of a default, the registration/academic record will remain and the following actions will be taken:

- a) Placing a financial hold on the student record
- b) Debarment from future registration in any course or programme of the University
- c) Withholding of examination results and results of other assessments
- d) Denial of academic and administrative services
- e) Denial of transcripts, certificates and other records of status
- f) Denial of access to the University's systems and facilities

We Want to Make It Easier for You

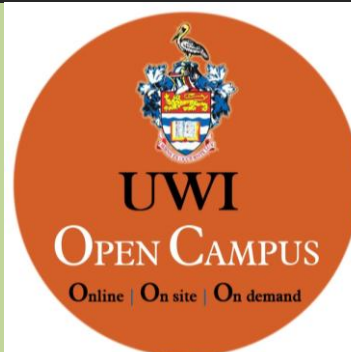
We understand how difficult the current economic environment is for many students. In fact, we have held back the base price of many of our courses and programmes for over 12 years in order to make it more affordable for many of our students.

As we work towards making this Open Campus work for you, our very valuable students, we would like to assure you that that any one of you who is in genuine need will not be turned away as far as we can help it.

You and your learning needs are very important to us.



**Contact your local Open Campus site
for further information**



www.open.uwi.edu