



UWI

OPEN CAMPUS

NOTICE FOR NEW AND CONTINUING STUDENTS IN ONLINE REGIONAL DEGREE PROGRAMMES

Payment Procedures for Semester 1, Academic Year 2018/2019

1. For Semester 1, 2018/2019, you are encouraged to make payment online through the Banner Registration system, however if this is not possible, then payment can be made at an Open Campus designated bank.
2. The online payment made using the payment gateway in Banner will be reflected on your Student Portal (Account Summary) automatically within 24-48 hours after payment has been made online.

If you made payment at the bank, you must present the customer copy of the payment slip as proof of payment to the relevant Site for verification. The verified payment slip will be returned to you as proof of receipt of the payment.

3. For this Semester, the Open Campus will offer a three percent (3%) discount on tuition fees to students who make their payment in full by **September 1, 2018**. To view the discounted fees, please see the *Schedule of Fees 2018/2019* found in the Financial Information section of the Open Campus website.
4. A valid receipt or suitable evidence of full payment of the discounted tuition fees and administrative fees must be presented to the relevant Site **by the end date of September 1, 2018** to qualify for the discount.

5. **If you are to be fully or partially funded by a governmental or other approved institution you must show documented and legitimate proof of such sponsorship AND submit a completed Student Declaration Form by September 7, 2018 in order to gain access to the Learning Exchange for Semester 1, 2018/2019. The Student Declaration Form is available from your Site or from the Financial Information section of the Open Campus website.**
6. Where a student is not eligible for a discount, a Payment Plan, approved by the Head of Site (or delegated person) , must be in place **and the first instalment paid by September 7, 2018** in order to gain access to the Learning Exchange for Semester 1, 2018/2019.
7. If you fail to honour the terms of your Payment Plan an Accounts Receivable Hold (AR) will be placed on your account and you will not have access to the Learning Exchange, grades, promotion, certificates, graduation and all services until payment is made in full and the proof submitted to the relevant Site.
8. After the end date of **September 7, 2018**, if the relevant requirements above have not been satisfied, your selected courses will be removed from the system. Continuing students will be automatically placed on Compulsory Leave of Absence for the Semester. New students may apply to the Recruitment, Admissions and Registration department for a deferral via the electronic form available on the Student Portal.
9. Students from Trinidad & Tobago should consult the *Enrolment and Payment Policy for Students Eligible for GATE Funding Effective Academic Year 2017/2018* as stated in the notice from the Chief Financial Officer dated July 24, 2018 which is posted in the Financial Information section of the Campus website.
10. Questions regarding these procedures should be directed to your local Site or for International Students, the Virtual International Students Office (VISO).

**Office of the Campus Registrar
July 31, 2018**