



UWI

OPEN CAMPUS

NOTICE FOR NEW AND CONTINUING STUDENTS

Payment Procedures for Semester 2

Academic Year 2016/2017

1. For Semester 2, 2016/2017, payment can either be made online through the new Banner Registration system or at the bank. For this Semester, the Open Campus continues to offer a five percent (5%) discount on tuition fees to students who satisfy the requirements stated at clause (4) below. To view the discounted fees, please see the *Schedule of Fees 2016/2017* found in the Financial Information section of the Open Campus website at <http://www.open.uwi.edu/undergraduate/tuition-fees> .
2. During the registration period for Semester 2, 2016/2017 (**January 3 – February 4, 2017**), when you login to the new Banner Registration system to register for a course, access to the course content in the Learning Exchange will be granted within 24 to 48 hours after payment has been made online or via the bank.

(Please note that a temporary hold (TR) will be re-triggered if you add a course during the registration period which will prevent access to the Learning Exchange. If staff in the Registry/Site add or drop courses after the registration period closes an Accounts Receivable Hold (AR) will be placed on your account until fees have been paid in full).

3. Once you have 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.

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 February 4, 2017** 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 February 4, 2017 in order to gain access to the Learning Exchange for Semester 2, 2016/2017. 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 under Clause (4) above, a Payment Plan, approved by the Head of Site (or delegated person) , must be in place **by February 4, 2017** in order to gain access to the Learning Exchange for Semester 2, 2016/2017.
7. No Payment Plan will be approved until one third of tuition fees and all administrative fees have been paid.
8. If you fail to honour the terms of your Payment Plan an AR Hold will be placed on your account and you will not have access to grades, promotion, certificates, graduation and all services until payment is made in full and the proof submitted to the relevant Site.
9. After the end date of **February 4, 2017**, if the requirements under (4) – (6) have not been satisfied, your selected courses will be removed from the system. Continuing students will be automatically placed on Leave of Absence for the Semester. (This will not affect your normal entitlement to Leave of Absence under the student Regulations). New students may apply to the Recruitment, Admissions and Registration department for a deferral at studentdeferral@dec.uwi.edu .
10. Questions regarding these procedures should be directed to your Site Head or Coordinator or designated staff members who have responsibility at the Sites for implementing this process.

Office of the Campus Registrar
December 15, 2016