



THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS

**NOTICE FOR NEW AND CONTINUING STUDENTS IN ONLINE
DEGREE PROGRAMMES**

**Payment Procedures for Semester 2, Academic Year
2020/2021**

Dear Students,

Happy New Year to you and all the best in your endeavours. As you continue your academic pursuit please see Payment Procedures for Semester 2, Academic Year 2020/21 outlined below:

1. All students must indicate their method of payment on the Finance Online Student Support (FOSS) System. **Please note that all four steps must be completed in the FOSS System.**
2. For Semester 2, 2020/2021, you are encouraged to make payment online through your Student Portal, however if this is not possible, then payment can be made at an Open Campus designated bank, (banking details are provided in the FOSS System).
3. The online payment made using the payment gateway will be reflected on your Student Account Summary automatically within 24-48 hours after payment has been made online.

If you made payment at the bank, you must upload a copy of the payment slip in the FOSS System. Please retain this payment slip for your records and/or to provide proof of payment, if necessary.

4. For the Semester, the Open Campus will offer relief of 5% discount on discount on tuition fees to students who make their payment in full during the period January 6 to 12, 2021 and a 2.5% discount for students who pay their tuition and fees in full during the period January 13 to 19, 2021.

To qualify for either discount, students must meet the following criteria:

- there must be no outstanding balances from prior semesters;
- the student must not be on a payment plan;
- the student must not be sponsored or in receipt of a scholarship.

5. A valid receipt or suitable evidence of full payment of the discounted tuition fees and administrative fees (if applicable) must be uploaded in the FOSS System by **the end date January 12, 2021 or January 19, 2021, as the case may be**, to qualify for the discount.

6. **If you are to be fully or partially funded by a governmental or other approved institution, you must upload documented and legitimate proof of such sponsorship on the FOSS System by January 19, 2021.**

Additionally all students must submit a completed Student Declaration Form on the FOSS System by January 19, 2021 in order to gain access to the Learning Exchange for Semester 2, 2020/2021. The Student Declaration Form is available on your Student Portal.

7. Where a student is not eligible for a discount, an application for a Payment Plan can be made via the Foss System during the period **January 6, 2021 to January 19, 2021. All fees (tuition, compulsory and administrative) and the first instalment must be paid by January 19, 2021**, in order to gain access to the Learning Exchange for Semester 2, 2020/2021. **Students registering after January 19, 2021, will not be eligible for a payment plan.** The due date for the second instalment is **February 19, 2021**. The due date for the third instalment is **March 19, 2021** and the due date for the fourth instalment is **April 19, 2021**.

8. If you fail to honour the terms of your Payment Plan, a financial hold 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.

9. **Students who take advantage of the late registration period of January 20, 2021 to January 25, 2021 will be required to pay their fees (tuition, compulsory and administrative) in full by January 25, 2021.**

10. After the end date of **January 25, 2021**, if the 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.

11. Students from Trinidad and Tobago should consult the *Enrolment and Payment Policy for Students Eligible for GATE Funding Effective Academic Year 2020/2021 for New and Continuing Students* as stated in the notice from the Chief Financial Officer dated **January 5, 2021** which is posted in the Financial Information section of the Open Campus website.

12. Questions regarding these procedures should be directed to the Office of Finance at receivables.finance@open.uwi.edu.

Office of Finance
January 5, 2021