



**THE UNIVERSITY
OF THE
WEST INDIES**
OPEN CAMPUS

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

**Payment Procedures for Summer, Academic Year
2019/2020**

1. For Summer, 2019/2020, 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.
 2. 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 on your Student Portal. Please retain this payment slip for your records and/or to provide proof of payment, if necessary.
3. For this Semester, the Open Campus will offer a ten percent (10%) discount on tuition fees to students who make their payment in full by **May 31, 2020**.
 4. A valid receipt or suitable evidence of full payment of the discounted tuition fees and administrative fees (if applicable) must be uploaded on your Student Portal by **the end date of May 31, 2020** 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 June 14, 2020 in order to gain access to the Learning Exchange for Summer, 2019/2020. The Student Declaration Form is available on your Student Portal.**
 6. Where a student is not eligible for a discount, an application for a Payment Plan can be made via the Student Portal during the period **May 3, 2020 to June 14, 2020. The first instalment must be paid when applying for the payment plan and no later than June 14, 2020** in order to gain access to the Learning Exchange for Summer, 2019/2020. The due date for the second instalment is **July 14, 2020**.

7. 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.

8. After the end date of **June 19, 2020**, 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.

9. Students from Trinidad and 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 and the Changes to Tuition Fee Payment Guidelines for Summer, 2019/2020 dated May 3, 2020 which are posted in the Financial Information section of the Open Campus website.

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

Office of Finance
May 3, 2020