



UWI

OPEN CAMPUS

NOTICE FOR NEW AND CONTINUING STUDENTS IN ONLINE REGIONAL DEGREE PROGRAMMES

Payment Procedures for Semester 2, Academic Year 2017/2018

PREAMBLE

*To gain an excellent start in your online courses for Semester 2, 2017/2018, it is very important to be an active participant in each course **when teaching starts on January 22, 2018**. To ensure this, you can gain access to your course as early as January 22, 2018 at which time you will meet your facilitator and your colleagues in the course, find out who might be your team mates, and learn about the course schedule and assessments and expectations for course success.*

*To be ready for the start of class, it is critical that you follow the course registration instructions provided below so that you register and enter each course in the Learning Exchange as close to January 22 as possible. Note that while you are allowed an extended registration date, to January 30, 2018, **a delayed entry** requires you to "hit the ground running" and you miss out on the initial activities that build relationships that can support you in your learning.*

1. For Semester 2, 2017/2018, 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 2017/2018* found in the Financial Information section of the Open Campus website at http://www.open.uwi.edu/admissions?qt-undergraduate_admissions=4#qt-undergraduate_admissions

2. During the registration period for Semester 2, 2017/2018 (**January 2-22, 2018**), 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 from **midnight on January 21, 2018**, once payment is made.

(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. Please notify your Site to have the TR hold removed. 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. 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.
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 January 22, 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 January 22, 2018 in order to gain access to the Learning Exchange for Semester 2, 2017/2018. 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 **and the first instalment paid by January 22, 2018** in order to gain access to the Learning Exchange for Semester 2, 2017/2018.
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 **January 22, 2018**, 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. New students may apply to the Recruitment, Admissions and Registration department for a deferral at studentdeferral@dec.uwi.edu .

10. 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 7, 2017 which is posted in the Financial Information section of the Campus website.
11. 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 28, 2017