

SUMMER SCHOOL SESSION - 2011/2012

May 21-July 14, 2012

Summer School Calendar 2012

<u>Date</u>	<u>Activity</u>
May 14 – June 9	Online REGISTRATION Period
May 21	ALL Classes BEGIN
June 04 - June 09	<i>Late Registration Fee/Late Payment Penalty of TT\$150 is applied PLUS Registration fee TT\$100</i>
July 14	<u>ALL CLASSES END</u>
July 16- 27	Summer School Examinations

The registration period is May 14 –June 09 2012;
Late Registration – from June 04-09 2012
TIME: 6.00 a.m. to 11.00 p.m.

REGISTRATION REGULATIONS

- For the 2011/2012 Summer School session all registration will be conducted online using The University of the West Indies St. Augustine Campus website at: <http://sta.uwi.edu>.
- Students will be required to register using any PC with internet access [at home, at an internet cafe or elsewhere] or at an on-campus venue. Online registration hours: 6:00 a.m. to 11:00 p.m. during the registration period.
- **Faculty Registration Forms** - Non-UWI students, UWI Students (Other Campuses, including Open Campus students), former UWI students, and students who were required to withdraw and are seeking to register in the summer school session would be required to complete and submit the Faculty's Summer Programme Registration form, together with supporting documentation, to the faculty office for approval.

Evening (E01 section) students registering for SUMMER (SUM section) courses:

- i. Submit written request to the Office of the Dean of the respective Faculty to register for the course(s).
- ii. Await phone/e-mail notification from faculty [3-5 working days] of approval to register and make payment for course.

- iii. Pay your fees at any Branch of Republic Bank Ltd. using the bank deposit slip provided. Present payment slip (copy) to Dean's office
- iv. Register online for course

- UWI students from the other campuses would be required to provide a copy of their student transcripts. Unofficial transcripts, which are downloaded via the web, would be accepted for the purposes of registration in the 2011/2012 summer school session.
- **NB.** UWI students from other campuses MUST retain their Home Campus UWI ID Number.
- Students would be permitted to register for three courses (usually 9 credits) in the Summer School.
- Registration Fee [**Non-Refundable**] of **TT\$100 is per Faculty registration.** The Late Registration Fee/Late Payment Penalty [**Non-Refundable**] is TT\$250 i.e. Late Registration fee of \$150.00 plus Registration fee of TT\$100.
- Students may be permitted to register up to the end of the **3rd week of the Summer School Session [June 09, 2012-11.00 p.m.]** on payment of a late registration fee of TT\$150 PLUS the non-refundable registration fee of TT\$100.
- Students awaiting results of the Semester II Examinations, which may be declared **after June 04, 2012**, will only be allowed to register for any courses failed in these examinations. **No late registration fee will be charged. NB. Course load will apply**
- Students will be able to make changes to their registration (Add/Drop) on the web (online) **up to June 09, 2012-11.00 p.m.** Courses not dropped by the **deadline date of June 09, 2012** will remain billed to the student's account.
- In exceptional circumstances, requests for withdrawal **after June 09 2012** must be submitted with Faculty's approval to Admissions for processing. Only students pursuing Summer Certificate/Diploma Programmes or programmes in the Evening University/B.Ed are entitled to GATE.
- Evening University students who wish to register for an out-of-faculty summer course(s) would be required to pay the tuition fee for the relevant Faculty.
- Students in the Evening University or students registered in the BED programme will not be required to submit another GATE form if previously registered for semester I/II of the academic year 2011/2012.

Financial Clearance:

Boxes will be provided on the Ground Floor, Student Administration Building for drop-off of Bank slips and Registration Form printouts.

The Student Accounts Section will provide Summer payment slips to all Faculty Offices.

Fee Schedule**ALL STUDENTS**

Registration Fee per Faculty [Non-Refundable]	TT\$100
Late Registration Fee/Late Payment Penalty [Non-Refundable]	TT\$150

Examinations ONLY fee- [normal faculty per credit fee in accordance with published Undergraduate Financial Information 2011-2012]

NOTE: This fee category applies for students who have been granted official approval by Academic Board.

Table 1

FEES	UWI STUDENTS (ALL CAMPUSES) TT\$	NON-UWI STUDENTS FROM CONTRIBUTING COUNTRIES TT\$	NON-UWI STUDENTS FROM NON-CONTRIBUTING COUNTRIES US\$
FACULTY OF SOCIAL SCIENCES			
	1,600.00	1,900.00	965.00
FACULTY OF SCIENCE & AGRICULTURE			
	1,600.00	1,900.00	965.00
FACULTY OF HUMANITIES & EDUCATION			
	1,600.00	1,900.00	965.00
FACULTY OF ENGINEERING (REMEDIATION ONLY)			
	1,600.00	-	-
FACULTY OF MEDICAL SCIENCES			
	1,600.00	1,900.00	965.00

Compulsory Fees applicable to Non-UWI, UWI Students-Other Campuses

	(TT\$)
Caution Fee	300.00 (refundable)
ID Card	20.00
Guild Fee	50.00
Accident Insurance	20.00

Payment of Fees

- I. Part payment of fees is NOT allowed. **All fees must be paid upon registration for course(s).**
- II. Fees must be paid at any Branch of Republic Bank Ltd. using the **bank deposit slip provided.**
- III. Registration in the summer session will carry a **non refundable registration fee of TT\$100.00.**
- IV. Courses not dropped by the **deadline of June 09, 2012** will be counted and the student would be billed accordingly.
- V. Late registration fee/late payment penalty MUST include the non-refundable registration fee of TT\$100 PLUS the late registration fee/late payment penalty of TT\$150.

I.D. CARDS:

Monday-Friday: Except weekends and Public Holidays

Monday-Friday: May 21 - June 1, 2012
: 9.00 am. to 6.00 p.m.

VENUE: ID Photo Room
Student Administration Building