

SECTION B: HALL CLEARANCE (For all students resident in Hall)  
The Clearance obtained from the Hall should be attached to this form

SECTION C: LIBRARY CLEARANCE  
MAIN LIBRARY CLEARANCE (Required by **ALL** students)  
EDUCATION LIBRARY CLEARANCE (Required by **Education** Students)  
LAW LIBRARY CLEARANCE (Required by **Law** Students)  
MEDICAL SCIENCES LIBRARY CLEARANCE  
(Required by **Medical Sciences** students)  
The clearance obtained from the Library/Libraries should be attached to this form.

N.B. PLEASE ATTACH YOUR STUDENT 1.D. CARD TO THIS FORM AND FORWARD TO THE STUDENT AFFAIRS SECTION, ST. AUGUSTINE FOR PROCESSING.

*Normally Caution Money will not be refunded to graduating students until three (3) months after the completion of their course, and after all debts to the University have been cleared.*

The Registry  
St Augustine  
/rd

**THE UNIVERSITY OF THE WEST INDIES**  
**ST. AUGUSTINE**

**APPLICATION FOR REFUND OF CAUTION MONEY**

Caution money is not normally refunded until three (3) months after completion of your course or withdrawal from University.

**SECTION A:** Departmental and Faculty Clearances are required as follows:

**FACULTY OF AGRICULTURE & NATURAL SCIENCES**

Clearances from relevant Departments are required for all students reading Laboratory subjects  
Clearance is required also from the Dean's Office.

**FACULTY OF HUMANITIES & EDUCATION**

**FACULTY OF LAW**

**FACULTY OF SOCIAL SCIENCES**

All students reading subjects in the above Faculties are required to obtain clearance from the Administrative Assistant in their respective faculties, in respect of books borrowed from the Faculty. Students in the School of Humanities and the Faculty of Law are also required to obtain clearance from the Administrative Assistant, Faculty of Social Sciences. Also note Section C.

**FACULTY OF ENGINEERING**

- (1) B.Sc. (Engineering): Clearances are required from:
- (a) The Chief Technician In your respective Department of the Faculty of Engineering
  - (b) The Chief/Senior Technician in the Computer Systems Laboratory
  - (c) Administrative Assistant, Office of the Dean
- (2) B .Sc. (Land Surveying) Clearance is required from the Chief Technician in the Land Surveying Department only.

**FACULTY OF MEDICAL SCIENCES**

All Students required to obtain a clearance from the Dean's Office.

**STUDENTS:** PLEASE INDICATE WHETHER YOU WISH TO COLLECT THE REFUND AT THE BURSARY, ST. AUGUSTINE OR WHETHER YOU WISH IT TO BE MAILED TO YOU AT A STATED ADDRESS OR TRANSFERRED TO A NEW PROGRAMME.

I will Collect                       Please Mail to                       Transfer to a new Programme

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**THE UNIVERSITY OF THE WEST INDIES**  
**ST. AUGUSTINE**

**REQUEST FOR REFUND OF CAUTION MONEY**

NAME OF STUDENT: \_\_\_\_\_  
(IN BLOCK LETTERS)

STUDENT I.D. NO.: \_\_\_\_\_ FACULTY \_\_\_\_\_

SECTION A: CLEARANCE FROM DEPARTMENTS (Note attached sheet)

DEPARTMENT OF: \_\_\_\_\_

PLEASE **TICK** WHICH APPLIES  
(a) I certify that this student has no debts owing to my department  
  
(b) I certify that this student is indebted to my department as follows:

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
HEAD OF DEPARTMENT

DEPARTMENT OF: \_\_\_\_\_

PLEASE **TICK** WHICH APPLIES  
(a) I certify that this student has no debts owing to my department  
  
(b) I certify that this student is indebted to my department as follows:

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
HEAD OF DEPARTMENT

DEPARTMENT OF: \_\_\_\_\_

PLEASE **TICK** WHICH APPLIES  
(a) I certify that this student has no debts owing to my department  
  
(b) I certify that this student is indebted to my department as follows:

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
HEAD OF DEPARTMENT

NAME OF STUDENT: \_\_\_\_\_  
(IN BLOCK LETTERS)

FACULTY: \_\_\_\_\_

SECTION A: CLEARANCE FROM DEPARTMENTS (Note attached sheet)

DEPARTMENT OF: \_\_\_\_\_

PLEASE **TICK** WHICH APPLIES  
(a) I certify that this student has no debts owing to my department  
  
(b) I certify that this student is indebted to my department as follows:

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
CHIEF ENGINEERING TECHNICIAN

DEPARTMENT OF: \_\_\_\_\_

PLEASE **TICK** WHICH APPLIES  
(a) I certify that this student has no debts owing to my department  
  
(b) I certify that this student is indebted to my department as follows:

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
CHIEF/SENIOR TECHNICIAN  
COMPUTER SYSTEMS LABORATORY

DEPARTMENT OF: \_\_\_\_\_

PLEASE **TICK** WHICH APPLIES  
(a) I certify that this student has no debts owing to my department  
  
(b) I certify that this student is indebted to my department as follows:

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(DEAN/ADMIN. ASSISTANT)  
FACULTY OFFICE