**How do I apply for a refund of caution money?**

1.     Download and complete an ***Application for Refund of Caution Money Form*** here: <https://sta.uwi.edu/resources/documents/refundOfCautionMoney.pdf>.

2.     Email form to your **Department/ lab technician and/or the Dean’s Office** in which you were registered for signature. See email addresses below:

**Clearances required by Faculty**

|  |  |  |
| --- | --- | --- |
| **Faculty** | **Department /Lab clearance** | **Dean’s Office** |
| Medical Sciences | **x** | **x** |
| Law |  | **x** |
| Social Sciences |  | **x** |
| Humanities and Education |  | **x** |
| Engineering |  | **x** |
| Food and Agriculture | **x** | **x** |
| Science and Technology | **x** | **x** |
| Sport |  | **x** |

Please note the following **email contacts for sending your correspondence**:

|  |  |  |
| --- | --- | --- |
| **Faculty** | **Email Address** | |
| Social Sciences/ Arthur Lok Jack GSB | [fss\_student.matters@sta.uwi.edu](mailto:fss_student.matters@sta.uwi.edu) | |
| Law | [law@sta.uwi.edu](mailto:law@sta.uwi.edu) | |
| Engineering | [Eng.AdministrativeOfficer@sta.uwi.edu](mailto:Eng.AdministrativeOfficer@sta.uwi.edu) | |
| Food & Agriculture | FFA Dean’s Office      Dept. of Agricultural Economics and Extension    Dept. of Food Production    Dept.  of Geography | [sonja.joseph@sta.uwi.edu](mailto:sonja.joseph@sta.uwi.edu%3cmailto:sonja.joseph@sta.uwi.edu)  or  [sabrina.ragoo@sta.uwi.edu](mailto:sabrina.ragoo@sta.uwi.edu%3cmailto:sabrina.ragoo@sta.uwi.edu)    [Tynessa.Gay@sta.uwi.edu](mailto:Tynessa.Gay@sta.uwi.edu%3cmailto:Tynessa.Gay@sta.uwi.edu)    [Food.Production@sta.uwi.edu](mailto:Food.Production@sta.uwi.edu)    [geography@sta.uwi.edu](mailto:geography@sta.uwi.edu) |
| Pre-Science | [FST.Undergraduate@sta.uwi.edu](mailto:FST.Undergraduate@sta.uwi.edu) | |
| Science and Technology | Dept. of Chemistry    Dept. of Computing and Information Technology    Dept. of Life Sciences    Dept. of Mathematics & Statistics    Dept. of Physics    FST Dean’s Office | [CHEMStudent.support@sta.uwi.edu](mailto:CHEMStudent.support@sta.uwi.edu)      [DCITStudent.supports@sta.uwi.edu](mailto:DCITStudent.supports@sta.uwi.edu)        [DLSStudent.support@sta.uwi.edu](mailto:DLSStudent.support@sta.uwi.edu)      [MATHStudent.support@sta.uwi.edu](mailto:MATHStudent.support@sta.uwi.edu)        [PHYSStudent.support@sta.uwi.edu](mailto:PHYSStudent.support@sta.uwi.edu)    [FST.Undergraduate@sta.uwi.edu](mailto:FST.Undergraduate@sta.uwi.edu) |
| Humanities | [jennifer.desilva@sta.uwi.edu](mailto:jennifer.desilva@sta.uwi.edu) | |
| Education | [jennifer.desilva@sta.uwi.edu](mailto:jennifer.desilva@sta.uwi.edu) | |
| Sport | [ria.cromwell@sta.uwi.edu](mailto:ria.cromwell@sta.uwi.edu) | |
| Medical Sciences | FMS- Dean’s office | [deanfms@sta.uwi.edu](mailto:deanfms@sta.uwi.edu) |
| Dept.  of Clinical Medical Sciences  Clinical Medical Sciences - PG programmes | [FMS-AAClinical.MedicalSciences@sta.uwi.edu](mailto:FMS-AAClinical.MedicalSciences@sta.uwi.edu) |
| Dept. of Clinical Surgical Sciences  Clinical Surgical Sciences - PG programmes | [Marcia.McDonald-Howard@sta.uwi.edu](mailto:Marcia.McDonald-Howard@sta.uwi.edu) |
| Dept. of Clinical Surgical Sciences  BSc Optometry | [Fms.OptometryHead@sta.uwi.edu](mailto:Fms.OptometryHead@sta.uwi.edu) |
| Dept. of Para-Clinical Sciences  Para Clinical Sciences - PG programmes | [FMS-DPS.Postgradapp@sta.uwi.edu](mailto:FMS-DPS.Postgradapp@sta.uwi.edu) |
| Dept. of Pre-Clinical Sciences  Pre-Clinical Sciences - PG programmes | [Head.Preclinical@sta.uwi.edu](mailto:Head.Preclinical@sta.uwi.edu) |
| Office of the Dean  Bachelor of Medicine; Bachelor of Surgery | [fmsUGdesk.deanoffice@sta.uwi.edu](mailto:fmsUGdesk.deanoffice@sta.uwi.edu) |
| School of Dentistry  Doctor of Dental Surgery | [Dental.school@sta.uwi.edu](mailto:Dental.school@sta.uwi.edu) |
| School of Pharmacy  BSc Pharmacy | [Pharmacy@sta.uwi.edu](mailto:Pharmacy@sta.uwi.edu) |
| School of Veterinary Medicine  UG & PG programmes | [vetaa@sta.uwi.edu](mailto:vetaa@sta.uwi.edu) |
| UWI School of Nursing  UG & PG programmes | [UWISON.Director@sta.uwi.edu](mailto:UWISON.Director@sta.uwi.edu) |

3.   Apply for **Library Clearance** using this link: <https://libraries.sta.uwi.edu/libraryForms/view/5> .

**\*You will receive Library clearance via email within 4 working days.**

4.     Please return completed form and Library Clearance confirmation to the following email address for processing:  [cautionmoneyrefund@sta.uwi.edu](mailto:cautionmoneyrefund@sta.uwi.edu).

**Note:** The Caution Money is refundable only when the student is leaving The University and will be returned at that time after any outstanding liability to The University has been deducted.

Caution money is normally refunded **three (3) months** after submission of the completed form and confirmation of completion of your course/programme or withdrawal from The University.