



THE UNIVERSITY OF THE WEST INDIES
ST AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
FACULTY OF ENGINEERING

2024 Summer Registration Procedures

1. All students must complete and submit the online “**2024 Summer Programme Registration JotForm**”, available on the Faculty webpage.
2. Following submission, all applications must receive approval from the respective Head of Department or designate and the Faculty’s Deputy Dean, for Undergraduate Student Matters.
3. Upon approval, students will receive an email from the Dean’s Office with instructions to register for the approved course. This process will take 2-3 working days. Students are encouraged to regularly check their emails for updates.
4. **Approval to pursue courses examined in Semester II 2023/2024 will be granted only after the results of the courses for the semester are official.**

The Registration process will continue to include enrolment in *the FEE PAY system*. FEE PAY allows students to gain instantaneous financial clearance by enrolling in a Payment plan.

FEE PAY- Payment Plan

An automated Payment Plan is available through FEE PAY. Enrollment in FEE PAY is mandatory for ALL students to gain Financial Clearance. Students are required to make payments in line with the stipulated deadline dates and amounts as stated below:

Payment Plan for Tuition Fees	Deadline Date for Payment	Percentage of Fees Due		
1st Installment	May 31	50%	Registration Fee per Faculty [Non-Refundable]	TT\$100
2nd installment	June 30	50%	Late Registration Fee [Non-Refundable]	TT\$150

SUMMER PROGRAMME FEE SCHEDULE

FEES	UWI STUDENTS(ALL CAMPUSES) TT\$(per course)	NON-UWI STUDENTS FROM CONTRIBUTING COUNTRIES TT\$(per course)	NON-UWI STUDENTS FROM NON-CONTRIBUTING COUNTRIES US\$(per course)
FACULTY OF ENGINEERING			
	1,600.00	1,900.00	965.00

To Register:

2024 SUMMER REGISTRATION



REGISTRATION STEPS



Helpdesk/BANNER-Related Queries BannerStudentSupport@sta.uwi.edu Assistance with Student Portal, PIN Reset, myeLearning servicedesk@sta.uwi.edu Student Affairs (Admissions) admis@sta.uwi.edu

NOTE: If problems are experienced registering online, please contact the Dean’s Office at tianna.lewis@sta.uwi.edu.