

## FACT SHEET

### SCHEDULE

**CLASSES ARE SUBJECT TO MINIMUM STUDENT ENROLMENTS.**  
**TEACHING DATES SUBJECT TO CHANGE IN KEEPING WITH THE UWI'S DIRECTIVES.**

DAYS/ GROUPS	TIMES	STARTS	ENDS
Monday & Wednesday	5 pm — 7 pm	September 2, 2024	November 27, 2024
Tuesday & Thursday	5 pm — 7 pm	September 3, 2024	November 28, 2024
Saturday	9 am — 1 pm OR 1 pm — 5 pm	September 7, 2024	November 30, 2024

**NB: There will be no classes on September 24 (Republic Day) and October 31, 2024 (Divali)**

### REQUIRED TEXTS

Textbooks can be purchased at the University's Bookshop. Kindly contact them for more information at 662-5837 or via their Facebook page:

<https://www.facebook.com/uwi.sta.edu.uwi.bookshop>

### CLASS LOCATION

Some classes will be taught in-person at the CLL and some will be taught remotely. For online classes, your tutor will email you an invitation to access your online sessions at least one day prior to your first class.

### CLASS TIME & ATTENDANCE

Online sessions will be made available 10 minutes prior to the hour. You should log in at this time to test the audio and video on your device.

### REFUNDS

Last day for request for refund of tuition fee: **September 16, 2024**. The registration fee of **\$75.00** is not refundable. An **administrative fee of \$75.00** will be charged for the processing of a refund. Send an email to [cll.fhe@sta.uwi.edu](mailto:cll.fhe@sta.uwi.edu) for more instructions.

### WITHDRAWAL

Please inform us by **September 16, 2024**, if you are unable to pursue the course(s) for which you registered. Fill out the withdrawal form on Student Information page of the CLL's website and send to [cll.fhe@sta.uwi.edu](mailto:cll.fhe@sta.uwi.edu).

### ABSENCE

Absence for medical or other extenuating circumstances must be **supported by documentary evidence**. A student who is absent without explanation for an extended period of time will be presumed to have withdrawn from the course. The CLL reserves the right to cancel a class if the tutor is absent due to illness or unavoidable circumstances. A replacement class will be scheduled at a time suitable for the majority of the class.

### ASSESSMENT

Courses will consist of 100% Course Work. In some courses, there will be two assessments. In others there will be one final exam administered at the end of semester. Alternate arrangements for testing are solely at the discretion of the tutor.

### CERTIFICATION

A digital copy of the official record is given after successful completion of 1A, 2A, 3A, 4A.  
A digital certificate of proficiency will be awarded after successful completion of each LEVEL (e.g., 1B; 2B; 3B; 4B).  
Hard copies are available upon request and for an additional fee.