

THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE

ENGLISH LANGUAGE PROFICIENCY TEST (ELPT)

The next session of the ELPT will be held as follows:

DATE **Thursday 15th February, 2024**

VENUE: **Online**

TIME: **4:00 P.M. – 6:00 P.M.**

ELPT Registration Procedure

Online registration for the February 2024 sitting of the ELPT examination will take place remotely, during the period:

Monday 15th – Friday 26th January, 2024.

ALL candidates **must register ONLINE ONLY** as follows:

- a. Make payment as per payment procedure document below.
- b. Go to the Faculty of Humanities and Education (FHE) Virtual Help Desk on the FHE website at <https://sta.uwi.edu/fhe/welcome-fhe-virtual-help-desk>
- c. Fill out the ELPT registration form (*only available from Monday 15th – Friday 26th January, 2024*), upload proof of payment, then click submit.
- d. Candidates will receive an email acknowledging receipt and also further instructions.
- e. Do the ELPT online examination on Thursday February 15th, 2024 at 4:00 pm.
- f. Candidates who are currently registered UWI St. Augustine students **MUST** follow option 1 of the payment procedure below. Please note that the ELPT administration will not be responsible for payment and refunds applicable to any other campus.
- g. Candidates who are not making payments in Trinidad and Tobago **MUST** follow option 3 of the payment procedure below. Please note that the ELPT administration will not be responsible for payment and refunds applicable to any other campus.

All ELPT queries are to be sent to ELPT.registration@sta.uwi.edu . Response time 1-2 business days.
Registration is only considered complete after proof of payment has been uploaded to the registration
jot form. Registration will only be accepted via the jot form.

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Payment Procedure - Examination

PLEASE NOTE:

ALL CANDIDATES MUST FIRST PAY AN EXAMINATION FEE OF **TTD 200.00 via one of the following payment options:**

OPTION 1:

Make payment at the Cashier, Main Administration Building (located to the north of campus, building with flagpoles to the front), into **a/c # 273022-7404-5611-6.**

OPTION 2:

Make payment through internet banking* or physically go to Republic Bank (any branch) to make payment over the counter. Please see attached sample of **"How to fill out Bank Deposit slip for ELPT payment"** on page 4. Do **NOT** use The UWI tuition fees bank slip.

*For online transfers, persons must indicate if their payments have been made by a third party and give the name of the individual.

OPTION 3:

Make payment through wire transfer to The UWI. Please include: ELPT Examination and Name of Candidate.

TT\$ Wire Transfer Banking information – Republic Bank Limited

Bank Name: Republic Bank Limited

Bank Branch: St. Augustine

Bank Address: Corner Agostini Street and Tunnel Drive,
St. Augustine

Swift Address: RBNKTPX

Account Number: 160284614001CHQ

Account Name: The University of the West Indies

Details of Payment: * Provide details e.g. ELPT exam- John Doe
Payee – Jane Doe for John Doe
OR
Payee – John Doe (If student is making payment)

* to be provided by customer

How to Fill out the Bank Deposit Slip for ELPT Payment

Sample of Republic Bank's ALL PURPOSE DEPOSIT VOUCHER

Account Number for The UWI: 160284614001

Account Name: THE UNIVERSITY OF THE WEST INDIES

Current Date: Jun 7, 2024

Branch Name: St. Aug

NAME: THE UNIVERSITY OF THE WEST INDIES

Customers are requested to cross and endorse cheques, postal and money orders before paying them in. The customer agrees that:

- 1 The Bank shall verify the amount of the deposit and shall correct any error in the total.
- 2 The Bank will not honour cheques drawn by the Customer against uncleared items which may have been credited to this account.

Paid in by: JANE DOE

Republic Bank Limited

For: ELPT JANE DOE

Fill in details for Cash and/or Cheque payment

BANK NAME	AMOUNT	NOTES	CASH
		2 x \$100	200.00
		x \$50	
		x \$20	
		x \$10	
		x \$5	
		x \$1	
		COINS	
		TOTAL CASH	
		TOTAL CHEQUES	
		TOTAL CREDIT \$	200.00

Name of Person Making the Payment

State in BLOCK LETTERS:

- (1) Reason for Payment, and
- (2) Student Name (Even if same as the person making payment, please state name)