

# 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 15<sup>th</sup> 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 15<sup>th</sup> – Friday 26<sup>th</sup> January, 2023.**

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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 15<sup>th</sup> – Friday 26<sup>th</sup> 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 15<sup>th</sup>, 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](mailto: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.

## ENGLISH LANGUAGE PROFICIENCY TEST (ELPT)

### 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 UW** → ACCOUNT NUMBER: 160284614001

**Current Date** → Date: Jun 7, 2024

**Branch Name** → Branch: St. Aug

**Account Name** → NAME: THE UNIVERSITY OF THE WEST INDIES

**Name of Person Making the Payment** → Paid in to: JANE DOE

**State in BLOCK LETTERS:**  
 (1) Reason for Payment, and  
 (2) Student Name  
 (Even if same as the person making payment, please state name)  
 For: ELPT JANE DOE

**Fill in details for Cash and/or Cheque payment**

CASH	CHEQUE
2 x \$100	200.00
x \$50	
x \$20	
x \$10	
x \$5	
TOTAL CASH	
TOTAL CHEQUES	
TOTAL CREDIT	200.00