

# **THE UNIVERSITY OF THE WEST INDIES**

## **ST. AUGUSTINE**

### **ELPT PREPARATORY WORKSHOP**

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

**DATE:** **Tuesdays and Thursdays**  
**Beginning Thursday 25<sup>th</sup> January – Tuesday 13th February, 2024**

**VENUE:** **Online**

**TIME:** **4:00 P.M. – 7:00 P.M.**

### **ELPT Preparatory Workshop**

#### **Registration Procedure**

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

**Monday 8<sup>th</sup> – Wednesday 24<sup>th</sup> January 2024.**

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

- a. Make payment as per payment procedure document.
- 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 Preparatory Workshop registration form (*only available from 8<sup>th</sup> – 24<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. Virtually attend the ELPT Preparatory Workshop as per dates stated above.
- 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. 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 - Workshop**

#### **PLEASE NOTE:**

**ALL CANDIDATES MUST FIRST PAY A REGISTRATION FEE OF TTD 875.00 (Workshop fee only. For candidates writing the examination as well as the workshop the total will be TTD 1,075.00) 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 Preparatory Workshop payment (ONLY)” on page 3.** 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 Preparatory Workshop - 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 Preparatory Workshop Payment (ONLY)

### Sample of Republic Bank's ALL PURPOSE DEPOSIT VOUCHER

**Account Number for The UWI** → 1 6 0 2 8 4 6 1 4 0 0 1

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

**Current Date** → Date: Jun 14, 2022

**Branch Name** → Branch: ST. AUG

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

**State in BLOCK LETTERS:**  
 (1) For ELPT Preparatory Workshop, and  
 (2) Student Name  
 (Even if same as the person making payment, please state name)

NO OF CHEQUE/NOTE	CHEQUE/NOTE	AMOUNT
8	x \$100	800.00
1	x \$50	50.00
1	x \$20	20.00
	x \$10	
1	x \$5	5.00
	x \$1	
<b>TOTAL CASH</b>		<b>875.00</b>
<b>TOTAL CHEQUES</b>		
<b>TOTAL CREDITS</b>		<b>875.00</b>

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