



THE UNIVERSITY OF THE WEST INDIES  
ST. AUGUSTINE CAMPUS, TRINIDAD & TOBAGO, WEST INDIES

**THE UNIVERSITY OF THE WEST INDIES**

**ST. AUGUSTINE**

**ENGLISH LANGUAGE PROFICIENCY TEST (ELPT)**  
**PREPARATORY WORKSHOP**

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

<b>DATE:</b>	<b>Mondays and Wednesdays</b> <b>Beginning Monday 27<sup>th</sup> January – Wednesday 12<sup>th</sup> February, 2025.</b>
<b>VENUE:</b>	<b>Online</b>
<b>TIME:</b>	<b>4:00 P.M. – 7:00 P.M.</b>

**ELPT Preparatory Workshop**

**Registration Procedure**

**Online registration for the February 2025 sitting of the  
ELPT Preparatory Workshop will take place remotely, during the period:**

**Monday 13<sup>th</sup> – Monday 27<sup>th</sup> January 2025.**

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

- a. Make payment as per payment procedure document.

- b. Go to the UWI, STA, Faculty of Humanities and Education (FHE) homepage. Scroll down and click on the ELPT Test button. Alternatively, click the hyperlink: [ELPT Information | The Faculty of Humanities and Education \(uwi.edu\)](http://www.uwi.edu/ELPT-Information)
- c. Fill out the ELPT Preparatory Workshop registration form (*only available from 13<sup>th</sup> –27<sup>th</sup> January, 2025*), 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.

<b><u>TT\$ Wire Transfer Banking information – Republic Bank Limited</u></b>	
<b>Bank Name:</b>	Republic Bank Limited
<b>Bank Branch:</b>	St. Augustine
<b>Bank Address:</b>	Corner Agostini Street and Tunnel Drive, St. Augustine
<b>Swift Address:</b>	RBNKTPX
<b>Account Number:</b>	160284614001CHQ
<b>Account Name:</b>	The University of the West Indies
<b>Details of Payment:</b>	* 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** → ACCOUNT NUMBER: 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, 2021

**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)  
 → FOR: ELPT PREPARATORY WORKSHOP JANE DOE

BANK NAME	AMOUNT	NOTES	CASH
		8 x \$100	800.00
		1 x \$50	50.00
		1 x \$20	20.00
		x \$10	
		1 x \$5	5.00
		x \$1	
		COINS	
		TOTAL CASH	875.00
		TOTAL CHEQUES	
		TOTAL CREDITS	875.00

**Fill in details for Cash and/or Cheque payment** → [Table above]