

# Pre-Science (N1) Programme

## MAINTAIN FINANCIAL CLEARANCE 2024/2025

### 1. Submit Registration Documents

These should be submitted via e-courier on or before the deadline date of first instalment August 31, 2024.

The following documents are to be scanned and uploaded (where applicable) as ONE PDF document to <https://e-courier.ca/aQ?is=Zjkl33oH3Y8e>

- a. Signed fee assessment sheet
- b. Signed e-GATE application form (where applicable)
- c. Scholarship letter (where applicable)
- d. Proof of payment (where applicable)
  1. Bank Deposit Slip (Front and Back)
  2. Online Bank Transfer
  3. Wire transfer

The PDF document should be re-named using:

- Student ID number
- Student's full name (first name and last name)
- Faculty (Choose from: FSS, FST, FMS, FOE, FHE, FFA, FOL, AOS-Academy of Sport)  
eg. 816000430SamPaulFST

**Note:** Students accessing GATE funding must register for the GATE e-Service ID. The eGATE Application Form must be signed at the top and the following information must be clearly seen:

Period: **September 2024 - August 2025**

Academic Year **2024 / 2025**

Semester: **I**

### 2. Pay Installments on Time

Automated Payment Plans (Sponsored Students)						
Instalments	Semester I Deadline dates	% of Fees Due	Semester II Deadline dates	% of Fees Due	Summer Deadline dates	% of Fees Due
1st Instalment	31-Aug-24	15*	31-Jan-25	15	31-May-25	50
2nd Instalment	30-Sept-24	15*	28-Feb-245	15	30-Jun-25	50
3rd Instalment	31-Oct-24	70	31-Mar-25	70		
Automated Payment Plans (Non-Sponsored Students)						
Instalments	Semester I Deadline dates	% of Fees Due	Semester II Deadline dates	% of Fees Due	Summer Deadline dates	% of Fees Due
1st Instalment	31-Aug-24	40*	31-Jan-25	40	31-May-25	50
2nd Instalment	30-Sept-24	30	28-Feb-25	30	30-Jun-25	50
3rd Instalment	31-Oct-24	30	31-Mar-25	30		

**Penalty for Non-Payment of Fees** - An AR Hold will be placed on the student's account once a payment is missed.

Fee payments can be made using one (1) of the following methods:

**1. Online Payment** (Mastercard or VISA Credit cards, International Debit Chip Cards and Trinidad & Tobago Debit Chip Cards)

- Log on to the Student Portal at my.uwi.edu
- Log on to mySecureArea
- Select Student Services & Financial Aid
- Click Student Records
- Select FEE Pay

Follow steps from there to complete payment.

Note: Click in the field with the amount and change it to the desired figure. Once the payment is completed an email confirming payment will be received.

**2. At any branch of Republic Bank Ltd.**

- Payment can be made using The UWI student bank deposit slip or general deposit slip using Account Number: 160 284 581 001 CHQ.
- Student's name, address and UWI Student ID number are to be entered on the bank deposit slip.
- The Bank Teller returns two (2) copies of the UWI deposit slip or a validated print of transaction.

**3. Internet Banking to the following bank account:**

Republic Bank Limited

UWI, St. Augustine, Trinidad

RT Number: 010100903

Account Number: 160 284 581 001 CHQ

Account Type: CHQ

Account Name: The University of the West Indies

Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.

**4. Wire Transfer**

***TTD Deposits ONLY***

Republic Bank Limited

UWI, St. Augustine, Trinidad

Swift Address RBNKTPX

Account: 160 284 581 001 CHQ

Account Name: The University of the West Indies

Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.

The University of the West Indies, St Augustine

Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.