

STUDENT PAYMENT PLAN FAQs

WHAT IS THE STUDENT PAYMENT PLAN (SPP)?

SPP which is administered by the Student Accounts Section in the Bursary. The SPP allows students the option to pay tuition (only), in three (3) monthly instalments per semester, rather than in one lump sum. Students who do not wish to access the SPP can make payments in full.

The convenient, manageable payment solution offered by the SPP allows students more time to pay, making tuition more manageable by paying in monthly instalments over time.

IS THERE AN OPTION TO COVER COMPULSORY FEES* WITH THE SPP?

No. Compulsory fees are to be paid in full at the beginning of each academic year.

**Compulsory Fees include Guild Fee, Registration Fee, ID Card, Caution Money, Students Group Health Plan, Personal Accident Insurance and Student Amenities Fee.*

WHO CAN ACCESS THE SPP?

The plan is available to the following ONLY:

- Any National of Trinidad and Tobago pursuing either Undergraduate or Postgraduate programmes at UWI, St. Augustine Campus.
- Any national of another contributing territory apart from Trinidad and Tobago who is not on scholarship support from their respective Government.

WHAT IS THE PERIOD DURING WHICH STUDENTS CAN ACCESS THE SPP?

Students can access the SPP during the Registration period of each semester. Once a student qualifies for the SPP they simply have to make the applicable installment by the stipulated deadline date.

PLEASE NOTE: For a student to be eligible for the payment plan, the tuition fees payable by the student for the semester must be at least TTD \$2,600.00. Students must be registered and have their accounts in good standing (all prior term balances must be paid in full) before applying for the current semester's payment plan. Students can access the payment plan each semester to cover tuition fees applicable to that semester ONLY.



HOW CAN STUDENTS ACCESS THE SPP?

Students must submit proof of payment of the first instalment (1/3 of tuition fee amount) when submitting documents to obtain Financial Clearance. Obtaining Financial Clearance is one of the steps in the Registration process every semester. Learn more at <http://sta.uwi.edu/registration/>

The following documents must be submitted for Provisional Financial Clearance / Financial Clearance:

- Signed fee assessment invoice
- Signed student copy of eGATE application form (*Trinidad & Tobago Citizens ONLY*)
- Proof of payment of compulsory, hall and tuition fees**: this includes Online Receipt (*for payments made online*)
- Economic cost letter (if applicable), Approved staff waiver form (if applicable), Student bank deposit slip (for *payments made at the bank*), Scholarship letter (if applicable), Sponsorship letter (if applicable) and any other proof of funding.

***For Tuition Fee payment under the SPP, this indicates proof of payment of at least the first instalment (one third of tuition fee).*



EXAMPLE OF FEE PAYMENT BREAKDOWN
For a new undergraduate student (UG) in the Faculty of Humanities and Education (FHE), eligible for GATE Funding:

FHE UG Compulsory Fees = \$1,465 TTD
FHE UG Semester 1 Tuition Fees = \$6,000 TTD or \$3,000 TTD (after 50% GATE coverage)

PAYMENT DUE BY LAST WORKING DAY IN AUGUST
= All Compulsory Fees + 1/3 of Tuition Fee (after GATE)
= \$1,465 + 1/3 (\$3,000)
= \$1,465 + \$1,000
= \$2,465 TT

PAYMENT DUE BY LAST WORKING DAY IN SEPTEMBER
= 1/3 of Tuition Fee (after GATE)
= \$1,000 TT

Payment Due by last working day in October
= 1/3 of Tuition Fee (after GATE)
= \$1,000 TT

HOW ARE TUITION FEE PAYMENTS MADE UNDER THE SPP?

Students are required to make three (3) monthly instalments in line with stipulated deadline dates below:

PAYMENT PLAN	SEMESTER 1	SEMESTER 2	SUMMER SESSION
1st instalment	Last working day August	Last working day January	Last working day May
2nd instalment	Last working day September	Last working day February	Last working day June
3rd instalment	Last working day October	Last working day March	

It is the students' responsibility to monitor their accounts and instalment amounts and make payments by the requisite deadlines to avoid penalties. Penalties For Non-Payment Of Fees:

- *For a New First-Time or Re-Entry student:* De-registration
- *For a Continuing Student:* Automatic Placement on Compulsory leave (CL) & No access to the SPP in future semesters

FOR ANY QUERIES, PLEASE BE GUIDED BY THE CONTACT INFORMATION BELOW
General Financial Clearance Queries: Tel. 662 2002 Ext. 82143/83382/83379

FACULTY	UNDERGRADUATE	POSTGRADUATE
Social Sciences	84173/83664/84200	84174
Law	84136	84136
Engineering	84175	84176
Food & Agriculture	84200	84200
Pre-Science	81481	83370
Humanities	83380	83380
Education	83381	83381
Medical Sciences	84178/84179	84178/84179
Science & Technology	81481/83370	81481/83370
CLE (Hugh Wooding Law School)		84180