



DE-REGISTRATION OF STUDENTS FOR NON-PAYMENT OF FEES

Students are advised that from the 2012/2013 Summer Session deregistration from courses for non-payment of fees has been implemented. The registration process will only be complete once all necessary fees (compulsory, tuition and hall fees, where applicable) have been paid **IN FULL**.

For Clarification:

A student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled within the required time period. In other words, the registration process will only be complete once all necessary fees (compulsory, tuition and hall fees, where applicable) have been paid **IN FULL**.

Fee Payment

Broad deadlines

- All tuition and hall fees are due by the deadlines stipulated for each Semester/ Summer session.
- All compulsory fees are to be paid in full at the beginning of each academic year.

NOTE: Deadline dates will be specified

Penalties for Non-payment of Fees

Students who do not meet the stipulated payment deadlines will be considered to have not completed the registration process. **Such students will be unable to attend classes, write exams and access facilities such as the Health Service Unit, Myelearning, the Library and Halls of Residence.**

Failure to meet the payment deadlines will result in the suspension of these services and the following actions:

- **FOR A NEW FIRST-TIME STUDENT**
DE-REGISTRATION (*see below for details*)
- **FOR A CONTINUING/RETURNING STUDENT**
automatic placement on **COMPULSORY LEAVE (CL)**
(*see below for details*)

For Clarification:

A NEW FIRST-TIME STUDENT: A student who is new to undergraduate level or graduate level studies.

A CONTINUING/RETURNING STUDENT: A student who is continuing from year to year or semester to semester within the same programme, including a student who was on approved Leave of Absence.

New First-Time Students

REGISTERED – A new first-time student who has registered but has not paid **ALL** required fees by the last working day of October for Semester I, the last working day of March for Semester II, and last working day of June for the Summer session, will be **DE-REGISTERED** from his/her courses and the offer of a place will be withdrawn. Such students will have to **re-apply for admission** at a future date.

NOT REGISTERED – A new first-time student who has not registered, and therefore has not paid **ALL** required fees by the aforementioned deadlines, will be considered to no longer have an interest in his/her programme and the offer of a place will be withdrawn. Such students will have to **re-apply for admission** at a future date.

Continuing/Returning Student

REGISTERED – A continuing/returning student who has registered but has not paid **ALL** required fees by the last working day of October for Semester I, the last working day of March for Semester II, and last working day of June for the Summer session, will be **DE-REGISTERED** from his/her courses and automatically placed on a **COMPULSORY LEAVE OF ABSENCE (CL)** for the semester in question.

NOT REGISTERED – A continuing/returning student who has not registered, and therefore has not paid **ALL** required fees by the specified deadlines, will be placed on **COMPULSORY LEAVE OF ABSENCE (CL)**.

NB: Continuing/returning students who may have paid fees but have **NOT** registered by the end of the registration period for the respective semester would be required to seek the approval of their Faculty and the Academic Board/Campus Committee for Graduate Studies and Research for late registration no later than mid-October for Semester I, mid-March for Semester II and mid-June for the summer session.

Additional **late registration fines**, as specified by the Academic Board, will be imposed.

The Registry
UWI St. Augustine Campus,
August 2017