



**THE UNIVERSITY OF THE WEST INDIES**  
**ST AUGUSTINE**

**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>26<sup>th</sup> July – 11<sup>th</sup> August, 2021</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 August 2021 sitting of the**

**ELPT Workshop**

**will take place remotely, during the period:**

**Monday 12<sup>th</sup> July to Friday 30<sup>th</sup> July, 2021.**

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

- Make payment as per payment procedure document.
- 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>
- Fill out the ELPT Registration Form (*only available from July 12-30*), upload proof of payment, then click submit.
- Candidates will receive an email acknowledging receipt and also further instructions.
- Attend the ELPT Preparatory Workshop as per dates stated above.

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. Candidates writing Exam as well as workshop total will be TTD 1,075.00) via one of the following payment options:**

**OPTION 1:** Make payment through Internet Banking or physically go to Republic Bank (at 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)”

- ❖ For online transfers, persons must indicate if their payments have been made by a third party and give the name of the individual.

**OPTION 2:** Make payment through Wire Transfer to UWI. Please include note: ELPT Exam 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, 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]