



UWI
GLOBAL CAMPUS

THE UWI GLOBAL CAMPUS

Payment Procedure Guidebook
2023-2024

WELCOME TO SEMESTER 2 2023-2024!

Greetings to all new, continuing and returning students!

As you know, we are a predominantly virtual campus and so our courses are delivered by way of the Learning Exchange. During the registration period from January 10 - 26, 2024, access to the Learning Exchange will be granted once you have fulfilled one of the following:

- fees are paid in full,
- the necessary arrangement for a Payment Plan is made, or
- Scholarship/Sponsorship document is provided. You will see the option to upload your scholarship/sponsorship document on your Student Portal at Step 4 of the Registration and Funding map. If your fees are not covered by a full scholarship, you will need to select one of the above options for payment of the remaining amounts.

This guidebook provides you with all the information you need to successfully register and access your courses. Best wishes for a successful semester!



GREETINGS PELICANS!

Dr. Noel Morgan
Chief Financial Officer

KEY ELEMENTS OF THE PAYMENT PROCEDURE

1. FINANCIAL POLICY
2. REGISTER FOR COURSES
3. PAYMENT OPTIONS
4. DISCOUNTS
5. PAYMENT PLAN
6. LATE REGISTRATION
7. SCHOLARSHIPS
8. STUDENTS FUNDED BY GATE
9. DECLARATION
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11. REMOVAL OF COURSES

**REMINDER
THE UWI GC
FINANCIAL
POLICY**

For Semester 2, Academic Year 2023/2024 we wish to remind you of our financial policy as stated in the Student Handbook 2023/2024 concerning payment of fees.

The Financial Policy states that the following actions WILL be taken if you are not in good financial standing or have not settled all debts due to the University:

- 1.Placing a financial hold on your record;
- 2.Removing course registration;
- 3.Debarment from future registration in any course or programme of the University until all debts have been settled;
- 4.Withholding of examination results as well as results of other assessments;
- 5.Denial of academic and administrative services;
- 6.Denial of transcripts, certificates and other records of status; and
- 7.Denial of access to the University's systems and facilities.

**REMINDER
THE UWI GC
FINANCIAL
POLICY**

Therefore, all students whose fees are fully paid or who have made satisfactory arrangements to have outstanding fees settled at the end of Semester 1 2023/2024 (where applicable), will have access to select their courses and complete the registration process for Semester 2 2023/2024.

If you have outstanding fees, we wish to remind you of your financial obligation and to advise you that a financial hold will prevent you from registering for Semester 2, 2023/2024, unless the outstanding fees are settled in full.

REGISTER FOR COURSES



SELECT COURSES

[Login to your Portal](#) and
Select your Courses for
the Semester!



PAY ONLINE

Pay online via the
Payment Gateway



SETTLE FEES/APPLY FOR PAYMENT PLAN

Process Payment, state
if you are funded by a
scholarship or apply for
the Payment Plan by
January 21, 2024



UPLOAD ALL RELEVANT DOCUMENTS

Update scholarship
letters and/or GATE
applications by
January 21, 2024

For additional payment information please [click here](#)



TO PREVENT RESTRICTION TO THE LEARNING EXCHANGE

PAY ONLINE

- Pay online through your student portal via the Payment Gateway
- Online payments are automatically reflected on your student account summary in 24 hours.

APPLY FOR PAYMENT PLAN

- Select Payment Plan on the Registration and Funding Map
- Apply between January 10 - 21, 2024
- Pay 1st installment (25% of tuition) + all compulsory fees + all administrative fees.

PAY ONLINE



SKIP THE LINE, PAY ONLINE!

Paying online is simple as ...1 ...2 ...3

Once you have logged onto the Student Portal:

- 1 CLICK** pay online and log into payment gateway
- 2 CLICK** make payment and add payment details
- 3 REVIEW** and submit

...Voilà!



DISCOUNTS

3% DISCOUNT

PAY IN FULL BETWEEN JANUARY 10 AND 16, 2024

DISCOUNTS

2% DISCOUNT

PAY IN FULL BETWEEN JANUARY 17 AND 21, 2024

How to Qualify for a Discount?

You must meet the following criteria: -

- There must be no outstanding balances from prior semesters;
- You must not be on a Payment Plan;
- You must not be (fully or partially) sponsored or in receipt of a scholarship. Students who register during the late registration period January 22 to 26, 2024 will not be eligible for a discount.

A valid receipt or suitable evidence of full payment of the discounted tuition fees and payment of all compulsory and administrative fees (if applicable) must be uploaded in the Registration and Funding Map by the end date of January 21, 2024, to qualify for the discount.





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APPLY FOR PAYMENT PLAN

In the event you are unable to pay in full, you **MUST** apply for a Payment Plan during the registration process. Select the Payment Plan checkbox in the Registration and Funding Map and proceed to the next step.

Note

- You must apply for a Payment Plan between January 10 - 21, 2024
- To access the Learning Exchange you will need to pay the 1st installment (25% of tuition fees) + administrative fees + all compulsory fees

Payment Plan Timeline

JANUARY 21, 2024 - APRIL 21, 2024

JAN 21

1st Installment
(25% of tuition fees)

+

All Administrative Fees

+

All Compulsory Fees

FEB 21

2nd Installment
(25% of tuition fees only)

MAR 21

3rd Installment
(25% of tuition fees only)

APR 21

4th Installment
(25% of tuition fees only)



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LATE REGISTRATION

A US\$30 late registration fee will be charged to students registering for courses during the period January 22 - 26, 2024. No Payment Plan requests are available during this period. Payment **MUST** be made by January 26, 2024 to gain access to the Learning Exchange.

SCHOLARSHIPS



Are you partially or fully funded by a government or other approved institution?



Check the respective box on the Registration and Funding Map and upload legitimate proof of scholarship.



If this information only becomes available after the registration process has been completed, submit to finance.scholar-scholarships@open.uwi.edu



Students Funded by GATE



[Please click here to access more information on website](#)

ELIGIBILITY

- Citizen of Trinidad and Tobago
- Effective August 2020, students who already possess an undergraduate Bachelor's degree or postgraduate qualifications, regardless of whether or not they were beneficiaries of the GATE Programme, will not be able to access funding for any other programme.
- Effective August 2016, persons over the age of 50 years shall no longer be eligible for GATE funding.

DISCONTINUED GATE FUNDING

- Effective August 2020, GATE funding for Postgraduate programmes was discontinued.

STUDENT FINANCIAL OBLIGATION(S)

- Continuing students are required to pay all compulsory fees and the tuition shortfall fee that is not covered by GATE. ([Click here to access the tuition fee calculator](#)).
- New students are required to pay all compulsory fees and a non refundable tuition deposit of TT\$1,700 which will be applied to the tuition shortfall that is not covered by GATE.
- Funding from GATE is based on the 2013/2014 fees and therefore will not cover 100% of your tuition.

GATE SCHEDULE

- The Global Campus GATE fees schedule for online undergraduate students shows the funding shortfall per course based on the number of course credits and the percentage of funding covered by GATE. ([Click to view table](#))



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DECLARATION

All students must complete the online Student Declaration Form by selecting the checkbox on the Registration and Funding Map by January 26, 2024 in order to gain access to the Learning Exchange for Semester 2, 2023/2024 during the normal registration period.

Payment Procedure Timeline

JANUARY 10, 2024 - JANUARY 26, 2024

JAN 10

Normal Registration
Begins
3% Discount Period
Begins!

JAN 16

3% Discount Period Ends!

JAN 17

2 % Discount Period
Begins!

JAN 21

Normal Registration & 2%
Discount Period Ends
Settle Fees/Apply for
payment plan
Upload receipts/
scholarship information

JAN 22 - 26

Late Registration Period
Discounts Not Applicable
Payment Plans Not
Applicable
+
US\$30 Penalty Fee



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REMOVAL OF COURSES

After the end date of January 26, 2024 if the previous requirements have not been satisfied, your selected courses will be removed from the system.

- Continuing students will be automatically placed on Compulsory Leave of Absence for the semester.
- New students will be administratively placed on Deferral for the semester by the Recruitment, Admissions and Registration Department.



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CONTACT INFORMATION

FOR MORE INFORMATION CLICK
BELOW:

[The UWI Global Campus Website/ Financial
Information](#)

CHECKLIST



Have you paid your fees in full or applied for a Payment Plan?



Have you uploaded your scholarship information?



Have you completed your financial obligations by January 26, 2024?



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