

# DE-REGISTRATION POLICY FREQUENTLY ASKED QUESTIONS

## 1. What is the "fee payment" process?

All tuition and hall fees are due at the start of each Semester/Summer session.

All compulsory fees are to be paid in full at the beginning of each academic year.

All fees must be paid at any Branch of Republic Bank Ltd on a UWI Bank Payment Receipt in TT Dollars, or US Dollars, where applicable. Students must then submit **official Course Registration/Fee Assessment Invoice** and proof of payment/evidence of scholarship, funding/GATE form in the boxes provided at Students Account Bursary, Ground Floor, the Lloyd Braithwaite Student Administration Building.

Students **must** pay accurate fees. If students are unsure about fees to be paid, they should obtain this information from Student Accounts, Bursary.

### **Payment deadline dates: Last working day in the month:**

- Semester 1 – No later than September 30
- Semester 2 – No later than February 28
- Summer session – No later than June 30

**NB.** Students are reminded that in order to avoid de-registration **ALL** fees **MUST** be paid in **FULL** before the dates specified above. Receipt of payment must be dated on or before the payment deadline date **AND** must be submitted to Student Accounts, Bursary by the specified deadline.

## 2. When will I find out the specific deadline dates for payment of fees?

ALL information about payment deadline dates and registration would be published on the University's website at <http://sta.uwi.edu/registration/> and on the digital display screens located around the Campus. Emails will also be sent to students via the student's official UWI email address.

## 3. Will de-registration affect my eligibility for GATE?

De-registration will not affect a student's eligibility for GATE since The UWI will not invoice the GATE office for tuition fees for the period in which he/she was de-registered.

## 4. Will a cost be incurred (by GATE - Ministry of Tertiary Education and Skills Training or UWI) if I am de-registered from course/s for which I registered at the beginning of the academic year/ semester?

No fees will be attached to your record after the de-registration process. Therefore, students will not be indebted to the Ministry of Tertiary Education and Skills Training or The UWI after being de-registered.

## 5. In an instance where I have paid all my fees by the specified deadline but have been de-registered due to an oversight or a 'glitch', how will this be rectified? Will it affect my progress within the University?

Students will **ONLY** be de-registered when they have failed to complete the registration process which entails on-line registration and full payment of all required fees (compulsory, tuition and hall fees, where applicable).

Students **MUST** register and submit proof of payment to the **Students Account Section** Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building before the payment deadline dates to avoid being deregistered.

**In exceptional circumstances where a student was de-registered and may have paid ALL the required fees before the payment deadline date, but failed to submit the payment receipt and other supporting documents to the Bursary by the payment deadline date, he/she would be required to seek the approval of the Dean of the relevant Faculty to be registered.**

**The payment receipt must be dated on or before the payment deadline date.**

### **Payment deadline dates: Last working day in the month**

- Semester 1 – No later than September 30
- Semester 2 – No later than February 28
- Semester 3 – No later than June 30

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## 6. If I paid my fees after the de-registration payment deadline, will I be allowed to sit examinations?

No. If you were de-registered, you will no longer be a student and will be unable to sit examinations.

In accordance with prevailing policy, any student who writes an examination(s) for a course(s) for which he/she is not registered will not receive credits for such course(s).

## 7. Will I still be penalised if I miss the de-registration payment deadline by one or a few days?

Once a student has not paid outstanding fees by the specified payment deadline you WILL BE DE-REGISTERED.

## 8. If I have paid my fees before the de-registration deadline date but have not registered online for any courses what will happen?

You would be required to seek the approval of the Dean of the relevant Faculty to be registered, after the registration period has ended, providing evidence of proof of payment of fees.

**NB.** The payment receipt must be dated on or before the payment deadline date.

## 9. If I have paid my fees at the start of the academic year, but have not paid my summer school fees, will I still be penalised?

Students will be de-registered when they have failed to complete the registration process which entails registration and full payment of all necessary fees (compulsory, tuition and hall fees, where applicable).

If you have registered in any semester/summer session and not paid **ALL** the requisite/applicable fees you would be de-registered from the particular **semester/summer session**.

## 10. If I have paid all other fees (tuition, compulsory) but fail to pay my Hall fees, will I still be penalised fully?

Yes. To avoid de-registration students must pay **ALL** mandatory/requisite fees before the payment deadline dates. These fees include:

- All outstanding fees from previous Academic year/period (if applicable).
- Compulsory fees
- Tuition fees
- Hall Fees [if applicable]

### **Payment deadline dates: Last working day in the month**

- Semester 1 – No later than September 30
- Semester 2 – No later than February 28
- Summer Session – No later than June 30

## 11. If unforeseen circumstances (illness, financial difficulties) interfere with my ability to pay my fees on time/all at once, how do I proceed?

In the event of unforeseen circumstances (illness, financial difficulties) students can apply for a Leave of Absence for that semester/summer session, where applicable.

- Leave of Absence - Semester 1 deadline – September 13, 2013
- Leave of Absence - Semester 2 deadline – February 07, 2014
- Leave of Absence – Summer Session deadline – June 07, 2014

## 12. In the event that the last day in September falls on a weekend, will my payment be acceptable on the following working day?

No. Students should ensure that payments are made by the last working day of September, February or June, for the applicable semester/period.

## 13. If I paid ALL fees applicable for Semester 1 only, will I be de-registered?

If you have paid all applicable fees for semester 1, you will not be de-registered.

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## 14. If I paid a portion of my fees for a semester and got de-registered, will I be reimbursed my fees paid for that semester?

Yes. You will be refunded the fees paid.

## 15. If I am scheduled for de-registration, will I be given a chance to pay my fees before I am de-registered?

Students will have until the payment deadline date to pay **ALL** outstanding fees.

ALL information about payment deadline dates would be available on the University's website at <http://sta.uwi.edu/registration/>. Emails will also be sent to students via the official student UWI email address.

### **Payment deadline dates: Last working day in the month**

Semester 1 –No later than September 30

Semester 2 – No later than February 28

Summer session –No later than June 30

## 16. Will a warning be issued before I am actually deregistered? How soon before?

A general e-mail notification outlining all **registration and de-registration** deadlines will be sent to all students via the student's official **UWI email address** before the specified payment deadline dates.

In addition, a further email will be sent to relevant students who have not submitted proof of payment of fees informing them of imminent deregistration.

## 17. Will de-registration emails also be sent to my personal email address?

De-registration emails will be sent **ONLY** to the student's official UWI email account. Students must check their UWI email account regularly.

## 18. What is Compulsory Leave of Absence and does this affect the GPA of continuing students?

Compulsory Leave of Absence is administrative leave of absence.

Students will **ONLY** be placed on Compulsory Leave of Absence if they fail to complete the registration process which entails on-line registration and full payment of ALL required fees (compulsory, tuition and hall fees where applicable).

Compulsory Leave of Absence will not affect a student's GPA because no grades will be entered on the student's record for that semester/summer session.

## 19. Will Compulsory Leave have any implication on my ability to get leave of absence in the future?

In accordance with University Regulations, a student will not be granted Leave of Absence for more than two (2) consecutive academic years. Compulsory Leave would be included in that two year academic period.

## 20. I am a continuing/returning student who has been de-registered and placed on Compulsory Leave of Absence. What is the process to continue my studies after this period? How soon can I resume studies?

In accordance with the de-registration policy, continuing/returning students who were placed on Compulsory Leave of Absence (CL) due to nonpayment of all required fees will be expected to register for the following semester/summer session, where applicable.

## 21. Will I be re-accepted to the programme for which I previously applied if as a new first-time student I am de-registered?

There is no guarantee on this since an application for admission is evaluated in accordance with the prevailing criteria established by the respective faculties for the particular academic year

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## 22. Is there a deadline by which late registration or administrative registration would be done?

YES.

No later than October 15 for semester 1; March 15 for semester 2 and June 15 for summer session.

No late/administrative registration will be carried out once the examination period has begun.

## 23. Are the deadlines for online registration and payment of fees the same?

No. Online registration deadlines are not the same as the deadline for payment of fees [See information below]. To avoid de-registration for non-payment of fees, please refer to the payment deadline dates as indicated in questions 3, 4 or 11 above.

### **ONLINE REGISTRATION DATES for 2013/2014 academic year:**

#### **Semester 1: August 19, 2013 to September 13, 2013**

Late registration/late payment fee applies from: **September 09, 2013**

Change of Registration (ADD/DROP): There is no SPECIFIED ADD/DROP PERIOD. Registration will remain open **until September 13, 2013**

#### **Semester 2: January 13, 2014 to February 07, 2014**

Late registration/late payment fee applies from: **February 03, 2014**

Change of Registration (ADD/DROP): There is no SPECIFIED ADD/DROP PERIOD. Registration will remain open **until February 07, 2014**

#### **Summer Session: May 12, 2014 to June 07, 2014**

Late registration/late payment fee applies from: **June 02, 2014**

Change of Registration (ADD/DROP): There is no SPECIFIED ADD/DROP PERIOD. Registration will remain open **until June 07, 2014**

## 24. Is any discretion given to students who receive funding from loan agencies (e.g. Student Loan Bureau)?

Students funded by their governments or the Loan Bureau will not be affected.

## 25. As a new student will I have access to my official student email if I am de-registered (banner access)?

No. If a new student is de-registered for non-payment of fees then he/she is no longer a UWI student and would not be allowed the privileges of a UWI student.

## 26. What about re-entry students? Are they considered new or continuing?

A re-entry student is considered as a new student.

## 27. As an International/Regional student, will de-registration affect my stay (immigration status) in the country?

If an international/regional student is not registered, he/she would not be in violation of the Immigration Law of Trinidad & Tobago, if they have been given a stamp in their passport for one year.

The student, however, must inform the Immigration Office about their change in status at The UWI, stating that the offer of place was withdrawn or he/she has been placed on Compulsory Leave of Absence.

The UWI would also be required to inform the Immigration Office of any change(s).

**The Registry**  
*UWI St. Augustine*  
*September 17, 2013*