



UNIVERSITY *of the*
SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph, Trinidad

STUDENT FINANCE DEPARTMENT

SEMESTER II 2015-2016 FINANCIAL REGISTRATION INSTRUCTIONS

(This notice consists of 5 pages)

- ✓ All students will be blocked from November 02, 2015 to select classes for Semester II 2015.
- ✓ Students of the Satellite Sites and Extension Campuses are to register at the respective offices on the announced date. Check your sites for the registration notice.
- ✓ Graduate students are to register in the Student Finance Department, Administration Building, Main Campus.
- ✓ Students are advised to keep a personal copy of their bank deposit slip/ receipt/ wire transfer document.
- ✓ Students are to check their Student News Portal on AZAR for weekly updates and notices.

Registration for Main Campus students is as follows:

<i>Registration Location</i>	<i>Registration Dates</i>	<i>Opening/Closing Hours</i>
<i>New Building Auditorium</i>	January 04-05, 2016	9:00 a.m.-7:00 p.m. 9:00 a.m.-7:00 p.m.

REGISTRATION DEADLINES

- * Registration (on AZAR) for returning students – **November 02–27, 2015**
- * Financial Registration for new students – **January 04-05, 2016**
- * Late registration processing fee in effect – **January 08, 2016**
- * Last day to add a course/change from Audit to Credit – **January 18, 2016**
- * Last day to drop or change from Credit to Audit/ last day to drop or withdraw with refund – **February 17, 2016** (refund will be prorated as per Refund policy)

STEPS TO FINANCIAL REGISTRATION

- 1) All students are to pay attention to the notice on your AZAR account “**2015/2016 Registration Notice**” to be cleared to select classes.
- 2) Make the payment by following the PAYMENT INSTRUCTIONS listed below.
- 3) Students are to scan and email their payment document to studentfinance@usc.edu.tt or fax to 1-868-662-1197 or drop off the document to the Receptionist in the Student Finance Department, Main Campus to be cleared to select classes. Remember to write your name, USC ID number and Major at the back of the bank deposit slip.
- 4) After being cleared, you can select your courses on AZAR from November 02, 2015.
- 5) Students who submitted their deposit slip/ receipt/ wire transfer payment document to be cleared to select classes, are still required to bring in their completed preregistration form and their Semester II 2015-2016 GATE clearance application form (GATE funded students) to the Receptionist in the Student Finance Office/Student Finance Advisor by January 07, 2016. The late registration processing fee will be charged to students from January 08, 2016 who do not bring in these documents by January 07, 2016. **The preregistration form is to be printed from your AZAR account.**

INSTRUCTIONS SPECIFIC TO STUDENTS RECEIVING FUNDING VIA THE GATE PROGRAMME

- 1) Undergraduate and graduate students receiving funding via the GATE programme are to check the *Policies & Procedures for GATE funded students* on your Student Portal News AZAR account. If you are having any difficulties, visit your Student Finance Advisor on the Main Campus for consultation. Students must have a current application for clearance for Semester II 2015/2016 to be registered for that semester. You will not receive an EXAM PERMIT if your Semester II 2015/2016 GATE application is not approved. You will be required to sign your GATE claim form for Semester II 2015/2016 when you come to collect the exam permit, therefore, the Semester II application must be approved.
- 2) Students receiving funding via the GATE programme are required to see your Student Finance Advisor by January 15, 2016 to sign a debt agreement for the remaining balance (general fees and other fees) that is due on your account. Balances will be due by February 29, 2016.

INSTRUCTIONS SPECIFIC TO NON-GATE AND INTERNATIONAL STUDENTS

- 1) All non-GATE and International students are required to see your Student Finance Advisor by January 15, 2016 to sign a debt agreement for the remaining balance that is due on your account. Balances will be due by February 29, 2016.

PAYMENT INSTRUCTIONS

- 1) Payments are to be made to: **University of the Southern Caribbean**
- 2) Personal cheques and third party cheques are not accepted.
- 3) Payments of up to \$500.00 (cash) can be made at the Cashier's Station, Finance Division, Administration Building. Cash payments of more than \$500.00 are to be made at the local banks listed below.
- 4) Students who will be making their payments at the Cashier in the Administration Building are to take a number and be seated. When your number is called, you will then proceed to the Cashier.
- 5) Cashier service (debit and credit card payments only) will be provided in the Auditorium during registration.
- 6) Payments of full amounts for tuition, general and other fees can be made at the Banks listed below or at the Cashier's Station, Finance Division, Administration Building, using your LINX, Debit Card, Credit Card, Certified Cheques, bank drafts, or international money order ONLY.
- 7) If paying in TT Dollars, payment should be made at the RBC Bank – Account Number: 1000-810-705-3657-6. 6) If paying in US Dollars, payment should be made at RBC Bank – Account Number – 1000-180-103-1657-3 OR Republic Bank – Account number: 0002-1106-2064 7)
- 8) If paying via Wire Transfer, please note the Wire Transfer information that is carefully itemized for easy reference:

USD DOLLAR TRANSACTION

RBC Royal Bank, Eastern Main Road, St Augustine, Trinidad, W. I. Swift Code – RBTTTTPX. Bank of New York, 48 Wall Street, NY, NY, USA. ABA# 021-000-018 to credit A/C # 890-0016-329 in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573 in the name of Caribbean Union College.

UK POUND/STERLING TRANSACTION

RBC Royal Bank, Eastern Main Road, St Augustine, Trinidad, W. I. Swift Code – RBTTTTPX. National Westminster Bank PLC, Devonshire Square, London, EC2M 4XB, GB. Swift Code-NWBKGB2L in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573 in the name of Caribbean Union College.

EURO TRANSACTION – through BELGIUM

RBC Royal Bank, Eastern Main Road, St Augustine, Trinidad, W. I. Swift Code – RBTTTTPX. ING Belgium NZ/SA Marnix Building, 1050 Brussels Belgium. Swift Code-BBRUBEBB010 in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573 in the name of Caribbean Union College.

EURO TRANSACTION – through GERMANY

RBC Royal Bank, Eastern Main Road, St Augustine, Trinidad, W. I. Swift Code – RBTTTTPX. Deutsche Bank AG, 60262 Frankfurt AM Main, Germany. Swift Code- DEUTDEFF in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573 in the name of Caribbean Union College.

Cashier's Hours (January 04-05, 2016)

* Monday to Thursday – 8:30 a.m. to 7:00 p.m.

* Friday – 8:30 a.m. to 12:00 noon

* CLOSED on weekends and public holidays.

Payments made at the cashier are automatically entered into the student's account; however you must ensure that you receive a receipt from the university cashier for your records.

Undergraduate Students' Exchange Rate

The University of the Southern Caribbean wishes to advise all its students that in light of the continued depreciation of the TT dollar vis à vis the US dollar, effective July 1, 2014 the exchange rate applicable for all transactions has been adjusted from TT\$6.24 to TT\$6.40 to the USD. Both fees and exchange rates are subject to change without prior notification.

Graduate Students' Exchange Rate:

The exchange rate is \$6.40 TTD: \$1:00 USD for all graduate programmes except for the MBA (Andrews University) and Ph.D. in Educational Psychology (Andrews University), the rate is \$6.80TTD:\$1.00USD. Both fees and exchange rates are subject to change without prior notification.

EDUCATIONAL DISCOUNTS

The following discounts shall apply to all students attending USC:

- 1) A discount of five percent (5%) of the tuition charges for two children from one family – provided the same person is paying all the expenses. Written application and proof must be provided (birth certificates and letter from parent).
- 2) A discount of ten percent (10%) of the tuition charges for three or more children from one family – provided the same person is paying all the expenses. Written application and proof must be provided (birth certificates and letter from parent).

Discounts are not retroactive, and will be granted only to those whose accounts that are kept in balance (i.e. not owing).

MEDICAL INSURANCE

A group health plan and a hospital medical care are available to all registered students. This policy does not cover any medical expenses incurred for any physical examination, or for prior illnesses. Details of coverage under this policy are listed in the **Student Health Insurance Handbook**.

Student Finance Department

studentfinance@usc.edu.tt

1-868-662-2241/2, Ext. 1225

October 30, 2015