



UNIVERSITY *of the*
SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph, Trinidad

STUDENT FINANCE DEPARTMENT

SEMESTER I 2015-2016 FINANCIAL REGISTRATION INSTRUCTIONS

(This notice consists of 4 pages)

- ✓ Students of the Satellite Sites and Extension Campuses are to register at the respective offices.
- ✓ Graduate students are to register in the GECAPS 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>Student Finance Department, Administration Building</i>	August 27	9:00 a.m. – 6:00 p.m.
	August 28	9:00 a.m.- 12:00 noon
	September 04	9:00 a.m.- 12:00 noon
	September 11	9:00 a.m.- 12:00 noon
<i>New Building Auditorium</i>	September 01-03	9:00 a.m.-7:00 p.m.
	September 07-10	9:00 a.m.-7:00 p.m.

REGISTRATION DEADLINES

- * Registration (on AZAR) for returning students – **July 27-August 21, 2015**
- * Financial Registration for new students – **August 27, 2015**
- * Late registration processing fee in effect – **September 03, 2015**
- * Last day to add a course/change from Audit to Credit – **September 15, 2015**
- * Last day to drop or change from Credit to Audit/ last day to drop or withdraw with refund – **October 14, 2015** (refund will be prorated as per Refund policy)

STEPS TO FINANCIAL REGISTRATION

- 1) Registration for returning students begins on **July 27, 2015 not July 06** as previously published. 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 July 27, 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 I 2015-2016 GATE clearance application form (GATE funded students) to the Receptionist in the Student Finance Office/Student Finance Advisor by September 02, 2015. The late registration processing fee will be charged to students from September 03, 2015 who do not bring in these documents by September 02, 2015. **The preregistration form is to be printed from your AZAR account.**

INSTRUCTIONS SPECIFIC TO STUDENTS RECEIVING FUNDING VIA THE GATE PROGRAMME

- 1) Undergraduate students receiving funding via the GATE programme are to ensure that you apply for clearance for all previous semesters on GATE eService if you have not done so as yet, and ensure that each semester clearance application is approved by August 20, 2015. Keep checking each application, and if needed, visit the GATE office to have your applications approved for each semester. 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 I 2015/2016 to be able to register for that semester. You will not receive an EXAM PERMIT if your Semester I 2015/2016 GATE application is not approved. You will be required to sign your GATE claim form for Semester I 2015/2016 when you come to collect the exam permit, therefore, the Semester I application must be approved. **There will be no exceptions.**
- 2) Students receiving funding via the GATE programme are required to see your Student Finance Advisor by September 11, 2015 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 October 30, 2015.
- 3) **A document on GATE procedures will soon be posted on your Student News Portal on AZAR. Look out for it.**

INSTRUCTIONS SPECIFIC TO NON-GATE AND INTERNATIONAL STUDENTS

- 1) All non-GATE and International students are required to see your Student Finance Advisor by September 11, 2015 to sign a debt agreement for the remaining balance that is due on your account. Balances will be due by October 30, 2015.

PAYMENT INSTRUCTIONS

- 1) Payments are to be made to: **University of the Southern Caribbean**
- 2) Payments of up to \$500.00 (cash) can be made at the Cashier's Station, Finance Division, Administration Building.
- 3) 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. **Cashier service (debit and credit card payments only) will be provided in the New Building Auditorium during registration.**
- 4) 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.
- 5) 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) If paying via Wire Transfer, please note the Wire Transfer information for RBTT: RBTT Bank, St. Augustine. Swift Code – RBTTTTPX. Bank of N.Y. 48 Wall Street, New York, N.Y. USA. ABA#021-000-018 to credit a/c #890-0016-329 in the name of RBTT Bank Ltd. for further credit to a/c#180-103-165-7 in the name of Caribbean Union College.

Cashier's Hours during registration period

- * 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.

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.

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

July 20, 2015