



**UNIVERSITY OF THE COMMONWEALTH CARIBBEAN
UNIVERSITY OF LONDON
CERTIFICATE OF HIGHER EDUCATION IN COMMON LAW
FACT SHEET (2018-2019)**



DURATION OF PROGRAMME:

One (1) Year minimum
Two (2) Years maximum

CLASS STRUCTURE:

Full Time & Part Time:
Week days (9:00 am – 5:00 pm) **or**
Evenings (5:30 pm - 8:30 pm)

INSTRUCTIONS:

Instructions will be provided by an eminent and highly qualified team of local faculty and other professionals. Overseas guest lecturers will be utilized where appropriate.

QUALITY OF PROGRAMME:

The University of London (UOL) is recognized nationally and internationally as a centre of academic excellence. The quality of its programmes is assured through the assessment and examination process. Upon completion of the programme you are awarded the University of London Certificate. The University of the Commonwealth Caribbean (UCC) is the Registered Centre in Jamaica to provide tutorial support for the University of London Certificate of Higher Education programme.

TEXTBOOKS:

The prescribed textbooks for each module must be sourced by you; however, the University of London will provide Study Guides and Statutes for core modules.

ENTRY REQUIREMENTS:

To qualify for entry into the Certificate in Higher Education in Common Law programme candidates must have one of the following requirements:

- Minimum 5 GCE O'Level or CXC subjects with passes at A, B or C / 1 or 2 (including English Language).
NB: Participants with CXC passes at level 3 since 1998 are also eligible.
- Three (3) GCE O'levels or CXCs (including English Language) plus Paralegal qualification from a recognized institution.

ENGLISH LANGUAGE REQUIREMENT:

All applicants are required to demonstrate oral and written competence in English Language.

2018 – 2019 FEES: Students are required to pay both UOL and UCC fees. Below are examples of UOL and UCC fee payments if students apply for either one, two or four modules.

Example of Fee Breakdown for University Of London (UOL):

2018-2019 UOL Fees		Modules	
Number of modules→	Unit	Two	Four
Registration fee	£470	£470	£470
Module fee	£146	£292	£584
Examination fee	£178	£356	£712
		£1118	£1766

The Registration fee is a one-time fee paid at the beginning of the programme. All UOL fee payments are payable to University of London either online using Visa or MasterCard or off-line via Western Union.

Example of Fee Breakdown for University of the Commonwealth Caribbean (UCC):

2018-2019 UCC Fees		Modules	
Number of modules→	Unit	Two	Four
Application fee	US\$25	US\$25	US\$25
Tuition fee	\$68,133	\$136,266	\$272,532
English Module	\$24,750	\$24,750	\$24,750
Miscellaneous fees (annual)	\$9,000	\$9,000	\$9,000

A **Continuation fee** of US\$25 is applicable to persons who have successfully completed the Certificate in Higher Education in Common Law and are desirous of transferring to the second year of the Bachelor of Laws degree programme.

All UCC fee payments can be made by credit card, debit card, manager's cheque, Aeorion Student Management System or directly to the bank using student ID number.

ADDITIONAL COSTS:

Overseas Exam Centre's administrative fee - **J\$4,500** per subject and made payable to the Overseas Examination Commission (**fee subject to change at short notice**)

STUDENT LOAN:

Applicants may apply for a student's loan offered by one of several local financial institutions. You may ask about the institutions that have partnered with the University of the Commonwealth Caribbean to assist students with easy loan arrangements.

APPLICATION PROCEDURE:

Individuals must submit the following for admission in the University of the Commonwealth Caribbean:

- UCC Application Form for UOL Certificate of Higher Education in Common Law
- Official certificate(s) and transcript(s) from schools or colleges
- Non-refundable UCC application fee (see above)
- Two passport sized photographs

Documentary Evidence: Include a photocopy of **one** of the following as proof of your full name (including any change of name) and date of birth to your application:

- A birth certificate or Passport
- Marriage certificate
- Deed poll
- Statutory declaration
- Alien's registration certificate

The University of the Commonwealth Caribbean will:

- Receive your application form and supporting documents for processing
- Register you to sit the admission test
- Advise you when to return to UCC for an interview
- Upon acceptance into the programme advise via email to collect your acceptance package
- Register you with the University of London and provide you with your Student Registration Number (SRN) and Aeorion Student Management System number

Registration: You should then visit UOL online at www.londoninternational.ac.uk student portal to register for the relevant UOL modules. At this point you are required to:

- Pay UOL Registration fee as per above
 - Pay UCC Tuition fee as per above
 - Ascertain information from your acceptance package regarding class attendance
- (All relevant fees must be paid prior to the commencement of classes)

KEY DATES

The academic year runs from 1 November to 31 October. There are two application and registration deadlines each year for entry at the start of the academic year (Fall) and for entry mid-way through the academic year (Summer).

Application Deadlines:

UOL - 1 October	UCC – August 31	(for entry at the start of the academic year - FALL)
UOL – 1 April	UCC – March 1	(for entry mid-way through the academic year - SUMMER)

UOL / UCC Registration Deadlines:

1 November	(for entry at the start of the academic year – FALL)
1 May	(for entry mid-way through the academic year - SUMMER)

UOL Examinations: Take place May/June and October each year.

Late Applications: Will be considered by UCC on a case-by-case basis, on space availability and may attract late fees.

Late Tuition Payment: If tuition payments are not received by the registration deadline late fees and finance charges will be incurred.

Course Withdrawal/Postponement: The University of the Commonwealth Caribbean reserves the right to withdraw/postpone a scheduled course if the registration is insufficient. In this event, UCC will refund all tuition fees already paid towards the withdrawn course.

For further information please contact:

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*** Information on this document is subject to change at short notice.**