



COMMITMENT FORM

Student Name: _____

Student ID #: (TRN): _____

By signing this Agreement I acknowledge and reaffirm my outstanding debt pertaining to fees of \$_____ with the University of the Commonwealth Caribbean for course _____. I further acknowledge no refund of any amount paid unless withdrawn by _____.

By signing this agreement I agree to pay my outstanding debt according to the following schedule, terms and conditions:

1. I agree to make the following payments of **50%** of the course fee plus the registration fee **ONE WEEK** before the start of class, **25%** of the outstanding balance mid-way through the training period and the remaining **25%** or the full outstanding balance paid 3 weeks before the end of the course.
2. I understand all payments are to be made payable at any University of the Commonwealth Caribbean campus or UCC payment partner and provide payment notification immediately to the Corporate Education Division.
3. I understand it is my responsibility to notify the Corporate Education Division of any address, phone, name, or email changes. Notification must be promptly made by, phone 906-3000 ext: 3999, 4058 or 4056 and by email at corporate_edu@ucc.edu.jm.
4. I understand any payment returned by my banking institution for "Insufficient Funds", "Stop Payment", "Account Closed" or any other reason will immediately cause the account to become delinquent and thereafter placed in a collection status which may include referral to a collection agency.
5. I understand that I may make additional payments beyond the agreed monthly payment at any time; however, I am still responsible for continuing to make the minimum monthly payment.
6. I understand I will not be able to complete the course, receive certification from the University of the Commonwealth Caribbean or receive any other documents until this debt is paid in full and all applicable conditions are met.

CAMPUSES

Oxford Terrace
16 Oxford Terrace
Kingston

May Pen
3 Chapleton Road
May Pen

Mandeville
Lot 3, Caledonia Mall
3½ Caledonia Road
Manchester

Ocho Rios
99 Main Street
Ocho Rios, St. Ann

Montego Bay
16 East Street
St. James

Savanna-La-Mar
Unit #10, United Church Hall
Building, Beckford Street
Savanna-La-Mar

7. I understand registration fee is non-refundable and the course fee paid is refundable if the course is cancelled or course withdrawal is completed as required by UCC. Refunds will not apply if course withdrawal date has past. UCC, at its sole discretion, may credit the amount paid towards alternate study at UCC.

8. I further understand and agree that if I do not follow through with any portions of the above stated schedule of payments, terms and conditions, and/or if any installment is delinquent beyond ten (10) days, this account, at the sole option of The University of the Commonwealth Caribbean, may be declared immediately due and payable in full. I promise to pay all attorney fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due. I understand that if my account is referred to a collection agency, I will be responsible for the cost of collection in addition to the principal debt due and payable.

I have carefully and completely read this agreement and fully understand the purpose, intent and effect of this agreement. I have voluntarily executed the agreement by action of my own free will.

Contact Information:

Phone: Cell _____ Home _____ Work _____

Email: _____

Address: _____

Payment Dates:	Revised Payment Dates:	Balance Outstanding
Installment 1 _____	_____	_____
Installment 2 _____	_____	_____
Final payment _____	_____	_____

Signature: _____

Signature: _____

Date: _____

Date: _____

Witness: _____

Witness: _____

Officer: _____

Manager: _____

Please note: *The University of the Commonwealth Caribbean (UCC) reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programmes of study, to deny admission or full admission, to revoke an offer of admission and to dismiss from the University any student at any time if it is deemed by the University in its discretion to be in the best interest of the University, the University community or in the best interest of the student.*

UCC also reserves the right to amend any regulation or policy affecting the student body, to increase tuition and/or any other fees.

The statements herein are subject to change without notice. Nothing in this letter should be construed as setting forth the terms of a contract between UCC and a student or prospective student. However legal advice may be sought regarding the contents above prior to agreeing and signing.