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**UNIVERSITY COLLEGE OF THE CARIBBEAN  
UNDERGRADUATE DEGREE PROGRAMMES  
TUITION FEE STRUCTURE AND PAYMENT PLAN OPTIONS  
COLLEGE ACCESS PROGRAMME (REGIONS)  
ACADEMIC YEAR 2011-2012**

**1. Tuition Fee Structure**

Tuition costs are determined by the number of credits completed for the programme. Please check with the Registry and/or your Student Services Coordinator for the number of credits/modules to be completed each term for your programme.

**The special introductory discounted cost per credit for the programme for students commencing in the Academic Year 2011-2012 is Three Thousand Five Hundred Dollars (J\$3,500.00).** This is an all inclusive cost covering:

- Tuition
- Identification Cards
- Jamcopy License Fee
- Personal Accident Insurance
- Graduation\*

**This charge applies to all Undergraduate Degree Programmes.**

A typical three (3) credit module therefore costs **Ten Thousand, Five Hundred Dollars (J\$10,500.00)**. The total cost for a Sixty Three (63) credit programme is therefore **Two Hundred and Twenty Thousand, Five Hundred Dollars (J\$220,500.00)**.

**The special introductory discounted cost for Foundation Courses for the students commencing in the Academic Year 2011-2012 is Six Thousand Two Hundred and Fifty Dollars (J\$6,250.00).** This fee is separate and apart from the Tuition Fees payable for credits/modules in the Degree Programme, and is payable in accordance with the payment plan terms outlined in Section 2 below.

Incidentals (e.g. application fees, repeat module, transcripts, supplementary examinations, photocopying, certificate copies, etc.) are charged separately. A schedule of Incidental Service Fees is available from the Student Financial Services (SFS) Unit and Customer Service Department.

**\* Students choosing to graduate in Absentia will be required to pay a Processing, Handling and Delivery Charge, which is currently set at Seven Thousand Dollars (J\$7,000.00), and is subject to change. Please refer to the Student Handbook for details regarding the Graduation Policy.**



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Students are required to register each term for the modules they intend to sit. This registration includes Course Selection on the Student Management System (SMS) and financial clearance from Student Financial Services, and is to be completed on or before the closure of the Registration Period each term as per the Academic Calendar.

**Students who fail to comply with the Registration deadline each term will incur a Late Registration Fee of Three Thousand Five Hundred Dollars (J\$3,500.00).**

## **2. Payment Plan Options**

### **a. Full Term Payment**

**Students are required to pay for the total credits for which they have registered each term IN FULL AT THE BEGINNING OF THE TERM, on or before the end of the Add/Drop Date as per the Academic Calendar.**

**Failure to comply with the payment deadline will attract a Late Payment Fee of One Thousand Dollars (J\$1,000.00) per month for each month that the fees remain unpaid, along with Finance Charges.**

### **b. Extended Payment Plans**

An extended payment plan option is available for students. The plan allows students to pay tuition fees for each term in three (3) equal monthly installments, and will attract a finance charge.

**In order to access an extended payment plan, students must advise the Student Financial Services (SFS) Unit or the Regional Centre Manager by the end of the Registration Period as stated in the Academic Calendar.**

Installments become due and payable on the 28<sup>th</sup> of each of the first three (3) months of each term. Where the 28<sup>th</sup> falls on a weekend or public holiday, the payment is due on the next business day. **If the monthly payments are late, a Late Payment Fee of One Thousand Dollars (J\$1,000.00) will be applied. This fee is applicable to each installment each month that the installment remains unpaid.**

The *Tuition Fee Payment Plan Schedule* attached illustrates the payment plan, based on the number of credits being attempted in a semester.



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### 3. Third Party Funding

For students sourcing funds through scholarships, or through loans from recognized financial institutions or their employers, a commitment letter from the organization must be presented to the SFS Unit or the Regional Centre Manager by the end of the Registration Period each semester, as indicated in the Academic Calendar. **The commitment letter must indicate the amount of funding approved, and the proposed date of payment.**

Students are encouraged to make appropriate arrangements regarding such commitments early. Failure to present the commitment letters by the stated deadline may result in students being charged the late payment and service fees as indicated above.

### 4. Payment Methods

Tuition fees may be paid online using your Visa, Mastercard or NCB Keycard using your AEorion account. Simply go to [www.aeorion.ucc.edu.jm](http://www.aeorion.ucc.edu.jm), log into your account using your AEorion ID number, select the “Pay with Credit Card” link under the **Student Management System** section, and follow the instructions.

Students may also pay tuition fees at the Worthington and Rural Campuses, as well as at the Student Financial Services Office at 6 Belmont Road, Kingston 5. Acceptable payment methods are Credit Card, Debit Card or Manager’s Cheque (acceptance of company cheques is subject to the approval of the SFS Unit). **CASH WILL NOT BE ACCEPTED FOR SETTLEMENT OF TUITION FEES.**

#### a. Magna

Students are reminded that the University College of the Caribbean is a Magna Partner. As such, Magna Vouchers may be redeemed to pay for tuition fees.

**Magna Reward Points will be awarded to students who pay **ON TIME**, in accordance with the Payment Plan Options described in section 2a and 2b above.**

Please contact the Student Financial Services Unit for further details regarding the Magna Rewards.

**Students are encouraged to contact the Student Financial Services Unit at 6 Belmont Road, Kingston 5, or by telephone at 935-0954, or by email at [sfs@ucc.edu.jm](mailto:sfs@ucc.edu.jm) to discuss the details of the Tuition Fee Structure, Payment Plan Options and Discounts.**  
**Students attending Rural Centres may discuss these matters with the Centre Managers.**



**University College of the Caribbean**  
**Undergraduate Degree Programmes**  
**College Access Programme**  
**Fee Structure and Payment Plans**  
**WITH EFFECT FROM FALL 2011 TERM**

	REGIONS			
	BUSINESS ADMINISTRATION		INFORMATION TECHNOLOGY	TOURISM & HOSPITALITY
	3 Modules + 1 Foundation	4 Modules	3 Modules	4 Modules
<b><u>Payment Plan Schedule</u></b>				
Month 1	12,976.56	14,437.50	10,828.13	14,437.50
Month 2	12,976.56	14,437.50	10,828.13	14,437.50
Month 3	12,976.56	14,437.50	10,828.13	14,437.50
<b>Total payments</b>	<b>38,929.69</b>	<b>43,312.50</b>	<b>32,484.38</b>	<b>43,312.50</b>