



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

Official Document Request Charges, Effective April 1, 2019

Type of Request	Preparation Time	Cost	Effective Date
Alternate Examination	As scheduled	\$6,000.00	May 1, 2019/ Effective Summer 2019 Exam period
Exam re-sit under 'I' conditions		\$15,000.00	Effective Summer 2019 Exam period
Academic Request Form	5 Working Days	\$1,500.00/US\$15	April 1, 2019
Course Outline	5 Working Days	\$1,000.00/US\$10 per course outline	May 1, 2019
Financial Letters	15 Working Days	\$1000.00/US\$10	May 1, 2019
Graduation Replacement Certificates	6 weeks	\$9000.00	May 1, 2019
Miscellaneous Fee (Includes Graduation Processing Fee)	2 months for processing of graduation certificates	\$15,000.00 Each year for a minimum of four years	September 1, 2019
Status Letter	5 Working Days	\$1,000.00/US\$10	May 1, 2019
Letter of Completion	28 Working Days	\$5,000.00	May 1, 2019
Transcript	14 Working Days	\$1,500.00/US\$15	May 1, 2019
Verification Forms	5 Working Days	\$1,500.00/US\$15	March 1, 2019
Photocopies	Same day or 3 Working Days depending on the volume of copies requested	\$15.00 per page	May 1, 2019