



**UNIVERSITY OF THE COMMONWEALTH CARIBBEAN
UNIVERSITY OF LONDON
CERTIFICATE OF HIGHER EDUCATION IN COMMON LAW
FACT SHEET (2023-2024)**



DURATION OF PROGRAMME

One (1) year minimum **or** two (2) years maximum

CLASS STRUCTURE

Online/Face-to-Face Modality

Sundays (Lectures)	(8:30 am – 4:30 pm)
Evening (Tutorials)	(6:30 pm – 7:30 pm)
Saturday (Lecture/Tutorial)	(6:00 pm – 9:00 pm)

INSTRUCTIONS

Instructions will be provided online or face-to-face 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 in Common Law 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 the four 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.

2023 – 2024 FEES: Students are required to pay both UOL and UCC fees. Below are UOL and UCC fee payments if students apply for one (unit), two, three or four modules.

Tuition Fee Breakdown for University Of London (UOL):

2023-2024 UOL Fees		Modules		
<i>Number of modules→</i>	<i>Unit</i>	<i>Two</i>	<i>Three</i>	<i>Four</i>
Registration fee	£607	£607	£607	£607
Module fee	£189	£378	£567	£756
Examination fee	£230	£460	£690	£920
		£1445	£1864	£2283

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

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

2023-2024 UCC Fees		Modules		
<i>Number of modules→</i>	<i>Unit</i>	<i>Two</i>	<i>Three</i>	<i>Four</i>
Non-Refundable Application fee	US\$25	US\$25	US\$25	US\$25
Tuition fee	J\$78,353	\$156,706	\$235,059	\$313,412
English for Legal Professionals Module	J\$43,400	\$43,400	\$43,400	\$43,400
Miscellaneous fees (annual)	J\$11,500	\$11,500	\$11,500	\$11,500
		J\$211,606	J\$289,959	J\$368,312

A **Non-Refundable Commitment fee of \$10,000.00 along with the Annual Miscellaneous fees of \$11,500.00** is required upon acceptance of the offer and must be paid by the stipulated deadline in your acceptance package. These fee payments will be applied to your tuition upon Registration and will confirm your space in the programme.

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 to advance 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.

NOTE: No cash transactions are done at the UCC Campuses.

STUDENT LOAN: Applicants may apply for student loan offered by the Students' Loan Bureau or at any local financial institutions. You may ask about the institutions that may 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 (Online)
- Official certificate(s) and transcript(s) from schools or colleges
- Non-refundable UCC application fee US\$25.00 [Paid online or via Cashier]
- 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

At this stage, the University of the Commonwealth Caribbean will:

- Process your submitted application form and supporting documents
- Inform you of the date for an online admission test
- Advise you when to return to UCC for an interview:-
 - The interview outcome will inform: i) full acceptance or ii) provisional acceptance
 - Upon **full acceptance** - advised via email to collect your acceptance package
 - Upon **provisional acceptance** - advised of procedure to obtain full acceptance
- Process your Registration with the University of London and provide you with your UOL Student Registration Number (SRN) and also your UCC Aeorion Student Management System ID numbers.

Registration with UOL:

Please wait a few days to be contacted by the University of London with your SRN number, username and password. Once you have received this information, please register on the UOL Virtual Learning Environment (VLE) for the University of London (UOL) modules. At this point you are required to:

- Pay both UOL Registration and module fees as per above
- Pay UCC Tuition fee in full as per above
- Ascertain class attendance information available in your acceptance package
- Pay careful attention to key dates and stipulated deadlines and act accordingly

(All relevant fees must be paid prior to Orientation and 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 (September -**Fall**) and for entry mid-way through the academic year (May -**Summer**). However, the University of the Commonwealth Caribbean enrol students for September (**Fall**) of each year only.

Application Deadlines:

UCC – July 31 {Early}
August 31 {Late}

Registration Deadline:

UCC – 1 October

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

Early Application [FALL]: You are encouraged to apply by **July 31** to ensure early registration and to allow for study materials to be shipped to you prior to commencement of classes in September.

Late Applications [FALL] {after August 31}: Will be considered by UCC on a case-by-case basis, on the availability of space and may attract late fees.

Late Tuition Payment: Tuition payments must be completed by the registration deadline otherwise late fees and finance charges will be incurred and in this regard the Student Financial Department must be contacted for further details.

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.

PROGRAMME MODULES: LEVEL 4 (YEAR I):

Legal System and Method

Criminal Law

Public Law

Contract Law

English for Legal Professionals (One Semester - UCC's 3-credit module)

For further information please contact:

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