



**UNIVERSITY COLLEGE OF THE CARIBBEAN
DIPLOMA IN BUSINESS ADMINISTRATION
TUITION FEE STRUCTURE AND PAYMENT PLAN OPTIONS
ACADEMIC YEAR 2010-2011**

1. Tuition Fee Structure

The tuition cost for the **Diploma in Business Administration (DBA)** is **One Hundred and Sixty Eight Thousand Dollars (J\$168,000.00)**, calculated based on the number of credits completed for the programme. The DBA requires the completion of **eight (8) three (3) credit modules**, charged at **Seven Thousand Dollars (J\$7,000.00)** per credit, or **Twenty One Thousand Dollars (J\$21,000.00)** per module.

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.

2. Payment Plan Options

a. Full Semester Payment

Students are required to pay for the total credits that they plan to pursue each semester **IN FULL** at the beginning of the term, on or before the Registration Date as per the Academic Calendar.

Please check with the Registry and/or your Student Services Coordinator for the number of modules to be taken each semester.

b. Extended Payment Plans

An extended payment plan option is available for students. The plan allows students to pay tuition fees for each semester in two (2) or three (3) equal monthly installments, and will attract a finance charge. The first installment is due by the end of the Registration Period each Semester, and subsequent installments are due by the 28th of each of the following months. Where the 28th 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.**

The **Payment Plan Schedule** attached illustrates the payment plan, based on the number of modules scheduled each semester.

In order to access an extended payment plan, students must advise the Student Financial Services (SFS) Unit (or the Centre manager for Rural Campuses) by the end of the registration period as stated in the Academic Calendar.



Failure to comply with the deadlines for either payment plan option will attract a Late Payment Fee of Three Thousand Five Hundred Dollars (J\$3,500.00), in addition to any finance charges associated with the selected option.

3. Discounts

Discounts on tuition fees are applied to accounts if payment is made for the entire DBA programme in full in advance. **The discount rate is 5%**, which values **Eight Thousand Four Hundred Dollars (J\$8,400.00)**. The discounted cost for the programme would therefore be **One Hundred and Fifty Nine Thousand, Six Hundred Dollars (J\$159,600.00)**.

4. 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 Centre Manager for Rural campuses) 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.

5. Payment Methods

Students are required to pay tuition at the Campuses. Acceptable payment methods are Credit Card, Debit Card or Manager's Cheque. **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.

Additionally, Magna Reward Points are awarded for students who pay in compliance with the approved payment plans.

Please contact the SFS 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 935-0957, or by email at dfs@ucc.edu.jm to discuss the details of the Tuition Fee Structure, Payment Plan Options and Discounts. Students attending Rural Campuses may discuss these matters with their Centre Managers.



University College of the Caribbean Diploma in Business Administration TUITION FEE PAYMENT PLAN SCHEDULE ACADEMIC YEAR 2010-2011			
	Semester 1 3 Modules	Semester 2 3 Modules	Semester 3 2 Modules
<u>Payment Plan Schedule</u>			
Month 1 (By Registration Date)	21,656.25	21,656.25	14,437.50
Month 2	21,656.25	21,656.25	14,437.50
Month 3	21,656.25	21,656.25	
Total payments	64,968.75	64,968.75	28,875.00