



**UNIVERSITY COLLEGE OF THE CARIBBEAN
DIPLOMA IN BUSINESS ADMINISTRATION
TUITION FEE STRUCTURE AND PAYMENT PLAN OPTIONS
ACADEMIC YEAR 2011-2012**

1. Tuition Fee Structure

The tuition cost for the **Diploma in Business Administration (DBA)** is **One Hundred and Ninety Three Thousand Two Hundred Dollars (J\$193,200.00)**, 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 **Eight Thousand and Fifty Dollars (J\$8,050.00)** per credit, or **Twenty Four Thousand One Hundred and Fifty Dollars (J\$24,150.00)** per module.

This cost is subject to change at the beginning of each academic year, and is an all inclusive cost covering:

- Tuition
- Identification Card
- Jamcopy License Fee
- Personal Accident Insurance
- Graduation*

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 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).

*** 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.**



2. Payment Plan Options

a. Full Semester 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.

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.

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.

Installments become due and payable on the 28th of each of the first three (3) months of each term. 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. 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.

Extended payment plans are not available to students pursuing less than six (6) credits in any given semester. The full tuition fee is to be paid in full by the end of the Registration Period each semester.



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 **Nine Thousand Six Hundred and Sixty Dollars (J\$9,660.00)**. The discounted cost for the programme would therefore be **One Hundred and Eighty Three Thousand, Five Hundred and Forty Dollars (J\$183,540.00)**.

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

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, 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.

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 sfs@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 2011-2012			
	Semester 1 3 Modules	Semester 2 3 Modules	Semester 3 2 Modules
<u>Payment Plan Schedule</u>			
Month 1 (By Registration Date)	24,904.69	24,904.69	16,603.13
Month 2	24,904.69	24,904.69	16,603.13
Month 3	24,904.69	24,904.69	
Total payments	74,714.06	74,714.06	33,206.25