



UNIVERSITY *of the*
SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph, Trinidad

GRADUATE

FINANCIAL

INFORMATION

SEMESTERS 1-3

2024-2025

**Graduate Financial Information Semesters
1-3 2024-2025**

**FINANCIAL INFORMATION
SEMESTERS 1-3 24-25**

Online Registration Process

Step 1. Select Classes

Step 2. Complete Payment via Aeorion using your Visa Debit/Credit Card

☐ Request a Letter/Statement of Fees <http://tiny.cc/letterrequest>

Payment Options

1. Payments through Aeorion – Credit Card Payments only:

- i. Log on to Aeorion. --» Go to Finance --» Select Pay with Visa Debit/Credit Card.
- ii. Enter card details and billing information. iii. Select Pay Now.
- iv. Payment confirmation is sent to the email provided.

**2. USC Cashier Monday – Thursday – 8:30 am – 5:00pm
Friday – 8:30 am - 12:00 noon**

3. International Wire Transfers - (USD) Payments:

- i. RBC Royal Bank, Eastern Main Road, St Augustine Bank of New York, 48 Wall Street, NY, NY, USA. ABA# 021-000-018 to credit A/C # 890-0016-329 in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573, Swift Code –RBTTPPX in the name of University of the Southern Caribbean.

Contact Information

Financial Advisor	School	Email	Office Hours
Eldrea Rawlins	Graduate Program	sfagp@usc.edu.tt	M-R: 1:00 pm – 4:30 pm

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IMPORTANT FINANCIAL DATES

First Semester – August 28 – December 16, 2024

Date	Activity
August 28	Course Selection
August 28	Registration Completion Begins
September 28	Registration – Graduate (New Students)
September 02	Classes Begin – Graduate Students

Registration Criteria

1. **Student outstanding balance should be no more than TT\$1500.**
2. All payments to be complete via Aeorion Debit/Credit Card or USC cashier.

Payment Plans

Students will receive a payment plan for Tuition fees and other compulsory fees payable in four monthly installments for semesters one and two and three monthly installments in semester three as stated below:

Payment Plan	Semester 1	Semester 2	Semester 3
1 st Installment	August 30, 2024	December 30, 2024	April 28, 2025
2 nd Installment	September 30, 2024	January 31, 2025	May 31, 2025
3 rd Installment	October 31, 2024	February 28, 2025	June 30, 2025
4 th Installment	November 30, 2024	March 31, 2025	

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TUITION & GENERAL FEES – ALL PROGRAMS

Programme	Number of Credits/Module	Total Tuition	Total Non-tuition fees	Total Programme Cost
Post Graduate Diploma in Education	7 modules	\$42,588.00	\$1172.00	\$44,933.00
M.A. Curriculum & Instruction	12 modules	\$73,008.00	\$4,020.00	\$77,028.00
M.A. Educational Administration and Leadership	12 modules	\$73,008.00	\$4,020.00	\$77,028.00
M.A. Educational Psychology	12 modules	\$73,008.00	\$4,020.00	\$77,028.00
M.A. Human Communication	36 credits	\$56,160.00	\$4,020.00	\$60,180.00
MBA (USC)	12 modules	\$56,160.00	\$5,696.00	\$61,856.00
M.S. Counselling Psychology	16 modules	\$72,000.00	\$5,360.00	\$77,360.00
M.S. Occupational Therapy	67 credits	\$141,571.00	\$4,160.00	\$145,731.00
M.A. Communication Studies	12 modules	\$56,160.00	\$4,020.00	\$60,180.00
M.A. Pastoral Theology	16 modules	\$74,880.00	\$5,120.00	\$80,000.00
M.S. National Security & Intelligence Studies	42 credits	\$75,600.00	\$6,000.00	\$81,600.00

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NON -TUITION FEES

	Amount (USD) \$	Amount (TTD) \$
Health Insurance		
a. Single Insurance	45	300
b. Family Insurance	90	600
Residence Halls & Two-Meal Plan*		
a. Timothy Greaves Hall	1,493	10,000
b. Ladies Residence Hall	1,493	10,000
c. Accommodation per night (excluding meals)	20	134
Cafeteria		
Third Meal Plan (Additional)	448	3,000
Charge per Meal	6	40
Married Students' Complex		
a. Married Students' Complex (caution deposit US\$448.00/TT\$3,000.00)	1911	12,800
Caution Deposit (New dorm students only)	96	640
GYM FEES		
Community cost per month	23	150
Faculty and Staff cost per month	18	120
Student cost per Semester (TT\$60.00 per month)	23	150

Student Medical Insurance

Students are strongly encouraged to procure health/medical insurance coverage. Accordingly, a group health/medical care plan is available to every registered student of USC. Students accessing this plan are required to pay a medical insurance fee each semester. The details of coverage under this plan are listed in the Student Health Insurance Handbook which is available on the University website.

Health/medical insurance coverage is compulsory for all international students and all students who reside in the University's Residence Halls. If a student for whom health/medical insurance is compulsory has a personal plan and prefers not to subscribe to the University's group plan, he/she must provide an official letter from his/her health/medical insurance provider stating that he/she is covered. The University reserves the right to pronounce on the adequacy of such personal health/medical insurance coverage.

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Withdrawal Procedure

Temporary Withdrawal and Permanent Withdrawals

For temporary withdrawal, a student is required to obtain a Withdrawal Form in duplicate from the Records Office/or the University's website and secure all the required signatures and stamps as indicated below:

1. Instructional Department Chairperson
2. Library
3. Residence Hall Deans (dorm students only)
4. Associate Provost Academic Administration
5. V.P. Student Development
6. Registrar's Office
7. Student Finance

A copy of the form will remain at the finance department, while the other copy is returned to the records office for processing. A student withdrawing temporarily may retain his/her USC ID card.

Students can email anthonyw@usc.edu.tt for further guidance on how you can withdraw.

Withdrawal/Refund Policy –Tuition, General & Other Fees

This policy is applicable to GATE funded students, non-GATE funded and international students.

1. A student who withdraws from the university will be charged for Tuition, General and Other Fees up to the time of official withdrawal.
2. A student is officially withdrawn from the University when he/she completes the Withdrawal Form and obtains signatures and stamps from the relevant departments as indicated on the form. Kindly note that the student must drop all courses on the Student Portal/Account (AEORION) before submitting the Withdrawal Form for signatures and stamping.
3. If the student withdraws before classes begin, he/she will be refunded 100% of Tuition and General Fees but will be charged a daily rate of US\$20.00 for room and board if he/she lived in the Residence Halls.
4. A student who drops a course within six weeks of the date classes begin will be refunded one hundred percent (100%) tuition charge. No Tuition fees will be refunded after week six of the date classes begin.
5. Tuition Fees - Eighty percent (80%) Tuition fees will be refunded within six weeks of the date classes begin. No Tuition fees will be refunded after week six of the date classes begin.
6. General and other fees - Fifty percent (50%) General and other fees will be refunded within two weeks of the date classes begin. No General and Other Fees will be refunded after week two of the date classes begun.
7. Dorm and Cafeteria fees - Fifty percent (50%) dormitory and cafeteria fees will be refunded within two weeks of the date classes begin. No Dormitory and Cafeteria Fees will be refunded after week two of the date classes begun.

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The duration of Semester III is half the time of a regular semester (first or second semester). Accordingly, the refund policy dates are reduced by half the time. The refund percentages remain the same.

Intention to Return

In order to return, a student must complete and submit an Intention to Return Application to the Office of Admissions. Students can email tricia@usc.edu.tt for further guidance on how you can return.

Account Balance

To view your Account balance, please follow these guidelines.

1. Log into Aeorion
2. View Account information on the top left corner of the screen.
3. Click on Account balance to view details of Account.

NOTES

1. ALL fees quoted in TTD. The exchange rate is \$6.70 TTD: \$1:00 USD.
2. Both fees and exchange rates are subject to change without prior notification.
3. Residence Hall occupancy begins the Thursday prior to the first day of classes and ends 48 hours after the close of the semester examinations.
4. The caution deposit fee - charged only once and in the semester that the student begins classes and is admitted in the dormitory.