



UNIVERSITY *of the* SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph, Trinidad

NOTICE TO ALL GRADUANDS - MAY 2021

Financial Clearance

As we seek to provide you with all the information necessary towards financial clearance, please note the following information for your attention.

- **Graduation Fee - \$500**

STEPS FOR CLEARANCE

1. **Upload copy of payments receipts here** → <http://tiny.cc/uscreceipt>
2. **TO APPLY FOR CLEARANCE CLICK** → <https://tinyurl.com/diplomaclearance>
3. Await feedback via email from advisor who will indicate that you can visit the Student Finance office for Graduation clearance.
4. Proceed to Records department to receive your diploma and transcript once available, after financial clearance is received.

PAYMENT OPTIONS

- **Payments Through Aeorion – Credit Card Payments only**
- **USC Cashier**
 - Monday – Thursday – 8:30 am – 5:00pm
 - Friday – 8:30 am – 12:00 noon

Please note that our cashier is presently closed until Thursday 29 April 2021

- **Payments at the Bank – TT Dollar Payments:**
 - RBC Royal Bank Account Number: 1000-810-705-3657-6.
- **International Wire Transfers - (USD) Payments:**
 - 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.

ADDITIONAL INFORMATION

- Students should only visit the office after receiving notification from your Student Finance Advisor (SFA).
- Please allow 1 - 7 business days after applying to receive correspondence from your SFA.
- **Any outstanding charges** e.g. tuition charges, registration fees will be highlighted by your SFA and must be cleared before receipt of certificate.
- **All GATE Forms must be signed.**
- **Clearance of Diplomas, Transcripts and Letters of Completion will only be provided to financially cleared students.**

Director, Student Finance
studentfinance@usc.edu.tt 1-868-662-2241/2242,
ext. 1225