



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

**STUDENT FINANCE DEPARTMENT
FINANCIAL REGISTRATION
INSTRUCTIONS**

**SEMESTER III
2020-2021**

STUDENT FINANCE DEPARTMENT
FINANCIAL REGISTRATION INSTRUCTIONS
SEMESTER III 20-21

REGISTRATION SUMMARY

- Step 1. Select Classes (Please consult the Student Advisement Centre)**
Step 2. Complete GATE Application (GATE funded students only)
Step 3. Upload copy of payments receipts here → <http://tiny.cc/uscreceipt>
Step 4. Click link to complete registration → <http://tiny.cc/completeregistration>

- For registration queries, please contact 662-2241 Ext 1225
- Request a Letter/Statement of Fees → <http://tiny.cc/letterrequest>

STUDENT FINANCE ADVISORS

<i>Student Finance Advisor</i>	<i>School</i>	<i>Email</i>	<i>Online Hours</i>
Curlene Alexander	Education & Humanities, ESL	sfaeh@usc.edu.tt	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
Shorn Wilson	Graduate Program	sfagg@usc.edu.tt	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
Taurean Joseph	Social Sciences	sfass@usc.edu.tt	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
Johann Small	Business; Theology & Religion	sfabt@usc.edu.tt	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
Azaria Rambaran	Sciences & Technology	sfast@usc.edu.tt	M-R: 9:00 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
La Tricia Charles	Extension Campus	sfaec@usc.edu.tt	M-R: 9:00 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
Sue-Nette Scott-Adams	Science & Technology (Nursing)	scott@susc.edu.tt	M-R: 9:00 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon

REGISTRATION DATES

THIRD SEMESTER 20-21 – MAY 17 – JULY 09, 2021

DATE	ACTIVITY
April 19	Course Selection Begins
May 10	Registration Completion begins
May 24	Last Day to Add a Course/Change from Audit to Credit
May 24	Last Day to Complete Registration
June 01	Last Day to Drop or Change Credit to Audit/Last Day to Drop or Withdraw with Refund

PAYMENT OPTIONS

- **Payments Through Aeorion – Credit Card Payments only:**
 - Logon to Aeorion. ○ Go to Finance --> Select Pay with Credit Card. ○ Enter card details and billing information. ○ Select Pay Now.
 - Payment confirmation is sent to email provided.

- **USC Cashier** ○ Monday – Thursday – 8:30 am – 5:00pm
 - Friday – 8:30 am – 12:00 noon(Cash payments are limited to TT\$500).

- **Payments at the Bank – TT Dollar Payments:**
 - RBC Royal Bank Account Number: 1000-810-705-3657-6.

- **Online transfers – 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 –RBTTPX in the name of University of the Southern Caribbean.

- **Extension Sites payment options** ○ **Linx Option Available at Barbados, St. Lucia & Antigua Sites.**
 - Guyana Site- Scotiabank Account # 48015
 - Barbados Site- RBC Barbados Account # 14645057
 - St. Lucia Site- RBC St. Lucia Account# 9475-1022771
 - Antigua Site – RBC Antigua Account# 1021211

FINANCIAL REGISTRATION INSTRUCTIONS

REGISTRATION STEPS

1. Contact the Student Advisement Centre for academic advisement, account activation, and course selection
2. Complete **GATE Application (GATE Students only)** - *Means test section must be completed.*

Academic Period - September 2020 – August 2021

Semester - Semester 3

Academic Year – 2020-2021

3. Complete payment - Upload receipts → <http://tiny.cc/uscreceipt>
4. Complete registration → <http://tiny.cc/completeregistration>

PAYMENT CRITERIA

- **All undergraduate students will be eligible** for registration with an outstanding balance not exceeding TT\$5000.00.

ADDITIONAL GUIDELINES

Non-GATE funded and International Students (Undergraduate & Graduate)

Students will be required to pay a minimum of twenty-five percent (25%) of tuition, general and other fees at the beginning of the semester. You will then be allowed to have your registration completed and the charges will be placed on your account. Your outstanding balance becomes due as per your debt agreement.

GATE APPLICATION PROCESS

NEW INFORMATION IN RELATION TO GATE PROGRAMMES - Updated November 13, 2020 by the Government of Trinidad and Tobago.

Funding under the GATE Programme will be provided for no more than one programme up to the undergraduate level. All applications for GATE funding must include a mandatory means test. Failure to complete the means test will disqualify the applicant from being considered for GATE funding.

Important to Note

1. Funding under the GATE Programme will be provided for no more than one (1) programme up to the undergraduate level.
2. Students currently enrolled in undergraduate programmes will continue to be funded for the normal duration of the programme.
3. Students who are already in possession of undergraduate or postgraduate qualifications, regardless of whether or not they were beneficiaries of the GATE Programme, will not be able to access funding for any other programme.
4. Funding for postgraduate programmes will be discontinued. Students currently enrolled in postgraduate programmes will receive GATE funding until August 2021.

GATE e-SERVICE REGISTRATION

STEP 1: Citizens of Trinidad and Tobago can register for a GATE e-Service ID at any of the TT Connect Offices. Applications must have the following;

Original birth paper (electronic version)

- ✓ One form of ID – National ID or Passport (not Driver's Permit)
- ✓ A valid email address. (all eService information will be sent to this email address)

Please Note

- **Registration for GATE e-Service ID is not the same as application for GATE funding**
- **You must separately submit an application for GATE funding online using your GATE e-Service ID.**

APPLYING FOR GATE CLEARANCE

Click link to GATE e-Service Website <http://e-gate.gov.tt/gate-app>

STEP 2: Documents that you will need to scan and upload for GATE eService Clearance (after registering at the TT Connect station)

- ✓ Copy of Electronic Birth Paper or another form of ID – National ID or Passport (not Driver’s Permit).
- ✓ Copy of Marriage Certificate (for the married person whose last name on ID does not correspond with the last name on eService registration).
- ✓ Copy of Acceptance Letter from USC.
- ✓ Proof of payment of applicable fees.

Students must apply for GATE every semester via GATE e-service.

Semester	Academic Period	Academic Year
Semester 1	September 2020 – August 2021	2020/2021
Semester 2	September 2020 – August 2021	2020/2021
Semester 3	September 2020 – August 2021	2020/2021

HOW MUCH FUNDING CAN I RECEIVE UNDER THE GATE PROGRAMME?

- ✓ Please note that students will not be granted funding in excess of the agreed tuition fee for each programme.
- ✓ **Students will only be eligible for one (1) undergraduate programme.**
- ✓ Students pursuing a minor program will not receive funding. GATE will only cover funding for major programs

EDUCATIONAL DISCOUNTS

The following discounts shall apply to all students attending USC:

- 1) A discount of five percent (5%) of the tuition charges for two children from one family – provided the same person is paying all the expenses. Written application and proof must be provided (birth certificates and letter from parent).
- 2) A discount of ten percent (10%) of the tuition charges for three or more children from one family – provided the same person is paying all the expenses. Written application and proof must be provided (birth certificates and letter from parent).
- 3) A discount of five percent (5%) may be granted to a student who pays the total calculated cost for the school year at the time of matriculation. Discount is given on tuition cost only and on the last month of the second semester.

Discounts are not retroactive and will be granted only to those whose accounts are kept in balance.

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 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.

COURSE DROP REFUND POLICY

With effect from September 01, 2017, 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.

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:

- Instructional Department Chairperson
- Library
- Residence Hall Deans (dorm students only)
- Associate Provost Academic Administration
- V.P. Student Development

- Registrar's Office
- 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.

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.**

STUDENT WITHDRAWAL REFUND POLICY FOR TUITION, GENERAL AND OTHER FEES - SEMESTER 1, 2 & 3

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

A student who withdraws from the university will be charged for Tuition, General and Other Fees up to the time of official withdrawal. 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. 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.

In cases of withdrawals after classes have begun, fees will be refunded as follows:

1. **Tuition Fees** - Eighty percent (80%) Tuition fees will be refunded within six weeks of the date classes begun. **No TUITION** fees will be refunded after week six of the date classes begun.
2. **General and other fees** - Fifty percent (50%) General and other fees will be refunded **within two weeks** of the date classes begun. **No GENERAL AND OTHER FEES** will be refunded after week two of the date classes begun.
3. **Dorm and Cafeteria fees** - Fifty percent (50%) dormitory and cafeteria fees will be refunded within two weeks of the date classes begun. **No DORMITORY AND CAFETERIA FEES** will be refunded after week two of the date classes begun.

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.

Undergraduate Tuition & Non-Tuition Fees Semester III

Main Campus

General Fee: US\$150.00/TT\$1005.00

Tuition per credit: US\$125.00/TT\$832.00 (Inside Union)

Tuition per credit: US\$144.00/TT\$960.00 (Outside Union)

Lab fee per course: US\$45.00/TT\$300.00

Guyana

General Fee: US\$68.00/TT\$454.00

Tuition per credit: US\$82.00/TT\$544.00

Barbados, St. Lucia, Antigua

General Fee: US\$95.00/TT\$634.00

Tuition per credit: US\$125.00/\$832.00

Tobago Extension Campus

General Fee: US\$117.00/TT\$782.00

Tuition per credit: US\$125.00/TT\$832.00

Lab fee per course: US\$45.00/TT\$300.00

South Centre

General Fee: US\$102.00/TT\$678.00

Tuition per credit: US\$125.00/\$832.00

Lab fee per course: US\$45.00/TT\$300.00

Exchange Rate

USD - 1	TT - 6.7
EC - 1	TT - 2.44
BDS - 1	TT - 3.35
GUY - 29.85	TT - 1
SRD - 1.03	TT- 1

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