



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

# **UNDERGRADUATE FINANCIAL INFORMATION**

  

## **SEMESTER I & II 2023-2024**

## FINANCIAL INFORMATION SEMESTER I & II 23-24

### Online Registration Process

- Step 1. Select Classes (Please consult the Student Advisement Centre)
- Step 2. Complete GATE Application (GATE funded students only)
- Step 3. Request registration completion <http://tiny.cc/completeregistration>

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

### Payment Options

1. **Payments through Aeorion – Visa Debit/Credit Card Payments:**
  - i. Log on to Aeorion. --» Go to Finance --» Select Pay with Visa Debit or 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 –RBTHTTPX in the name of University of the Southern Caribbean.
4. **Extension campus payment** – Online payments via Aeorion using Visa Debit/Credit Card or Lynx payments at Campus office.

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**IMPORTANT FINANCIAL DATES**

**First Semester – August 28 – December 15, 2023**

<b>Date</b>	<b>Activity</b>
August 07	Course Selection (Returning students)
August 08	Registration Completion Begins
August 28 -Sep 01	Registration - Undergraduate (New Students)
September 04	Classes Begin – Undergraduate Students
September 18	Last Day to Add a Course
September 26	Last Day to Complete Registration
October 02	Last Day to Drop or Withdraw with Refund
November 30	Last Day of Classes

**Contact Information**

<b>Financial Advisor</b>	<b>School</b>	<b>Email</b>	<b>Office Hours</b>
Kofi Bruce	Sciences & Technology	<a href="mailto:sfast@usc.edu.tt">sfast@usc.edu.tt</a>	M-R: 9:00 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
Eldrea Rawlins	Education & Humanities, & Graduate Program	<a href="mailto:sfaeh@usc.edu.tt">sfaeh@usc.edu.tt</a> <a href="mailto:sfagp@usc.edu.tt">sfagp@usc.edu.tt</a>	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
La Tricia Charles	Extension Campus & ESL	<a href="mailto:sfaec@usc.edu.tt">sfaec@usc.edu.tt</a>	M-R: 9:00 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
Taurean Joseph	Social Sciences	<a href="mailto:sfass@usc.edu.tt">sfass@usc.edu.tt</a>	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
TBA	Business; Theology Religion	<a href="mailto:sfabt@usc.edu.tt">sfabt@usc.edu.tt</a>	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon
Azaria Rambaran	Nursing	<a href="mailto:sfanu@usc.edu.tt">sfanu@usc.edu.tt</a>	M-R: 9:00 am – 12:00 pm 1:00 pm – 5:00 pm Fri – 8:30 am – 12:00 noon

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**Registration Criteria**

1. **Student outstanding balance should be no more than TT\$3000.**
2. Completed GATE Application (GATE Students only) - *Means test section must be completed.*

**Academic Period - September – August**

**Semester - 1**

**Academic Year – 2023-2024**

3. Click link to registration completion <http://tiny.cc/completereistration>

**Registration Guidelines**

1. Contact the Student Advisement Centre for academic advisement, account activation, and course selection.
2. All students must use the link provided at step 4 above for registration completion.
3. Students with outstanding GATE applications will not be registered.
4. A student registration is considered completed when their classes can be viewed via Aeorion and their name appears on the attendance register.

**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:

<b>Payment Plan</b>	<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>
1 <sup>st</sup> Installment	August 30, 2023	December 30, 2023	April 28, 2024
2 <sup>nd</sup> Installment	September 30, 2023	January 31, 2024	May 31, 2024
3 <sup>rd</sup> Installment	October 31, 2023	February 28, 2024	June 30, 2024
4 <sup>th</sup> Installment	November 30, 2023	March 31, 2024	

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**Gate E-Service Registration**

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;

1. Original birth paper (electronic version)
2. One form of ID – National ID or Passport (not Driver's Permit)
3. A valid email address. (all eService information will be sent to this email address)

***Please Note***

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

**Gate Application Process**

1. Click link to GATE e-Service Website <http://e-gate.gov.tt/gate-app>
2. Scan and upload documents to GATE eService
  - i. Copy of Electronic Birth Paper or another form of ID – National ID or Passport (not Driver's Permit).
  - ii. Copy of Marriage Certificate (for the married person whose last name on ID does not correspond with the last name on eService registration).
  - iii. Copy of Acceptance Letter from USC.

**GATE Application Period**

Semester	Academic Period	Academic Year
Semester 1	September 2023 – August 2024	2023/2024
Semester 2	September 2023 – August 2024	2023/2024
Semester 3	September 2023 – August 2024	2023/2024

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**TUITION, GENERAL & COMPULSORY FEES – ALL CAMPUSES**

	<b>Amount(USD)</b> <b>\$</b>	<b>Amount (TTD)</b> <b>\$</b>
<b>Main Campus</b>		
General Fee	184	1230
Tuition per credit (GATE students)	117	780
Tuition per credit (Inside Union)	125	832
Tuition per credit (Outside Union)	144	960
<b>South Campus</b>		
General Fee	159	1065
Tuition per credit (GATE students)	117	780
Tuition per credit (Inside Union)	125	832
Tuition per credit (Outside Union)	144	960
<b>Tobago Extension Campus</b>		
General Fee	144	965
Tuition per credit (GATE students)	117	780
Tuition per credit (Inside Union)	125	832
Tuition per credit (Outside Union)	144	960
<b>Barbados, St. Lucia, Antigua</b>		
General Fee	117	780
Tuition per credit	125	832
<b>Guyana</b>		
General Fee	84	557
Tuition per credit	82	544
Lab Fee	45	300
Nursing Clinical Placement lab fee	45	300
Incomplete fee	30	200
FDNT473 Affiliation Medical Nutrition Therapy (Regional Practicum)	150	1000
Caution Deposit (New dorm students only)	96	640
Graduation Fee	164	1100

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**NON-TUITION FEES**

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

**UNIVERSITY EXCHANGE RATES**

US	TT
\$1	\$6.70
EC	TT
\$1	\$2.48
BDS	TT
\$1	\$3.35
GUY	TT
\$30.6	\$1
SRD	TT
\$1	\$0.22

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**Educational Discounts**

- 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 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.

**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



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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](mailto: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.

*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](mailto: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.

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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. A 5% discount is available on tuition for students who make full payment of tuition and non-tuition fees at the start of the academic year. The discount is applied to the student's account at the end of the second semester.
5. The caution deposit fee - charged only once and in the semester that the student begins classes and is admitted in the dormitory.