

3. **Payments can be made via Wire-Transfer (from any bank that supports this facility)** using the following information:
- UTECH'S Account Number:
    - 376089223 (US\$ Payments ONLY) OR
    - 371360247 (JA\$ Payments ONLY)
  - SWIFT CODE: JNCB JMKX
  - Student's Name
  - Student's Identification Number
  - Indicate the type of payment being made i.e. "Tuition Payment" OR "Boarding Payment"

**\*\* The above information should be indicated on the wire-transfer information and a copy of completed transaction faxed to Fax #: 970 – 2302**

**\*\* Wire-Transfers take on average up to 3 working days or more, depending on the point of origin of the transfer. Any charges incurred during the transfer will be deducted from the original amount being sent and the remainder applied to the recipient's account.**

4. **Any Paymaster® Branch**

- Provide the Paymaster representative with the following information:
  - Student Identification Number
  - Student Name
  - Amount being paid
  - Indicate that payment is being made to "UTECH"

**The above details SHOULD be printed on the receipt when the transaction is completed!**

5. **Online Payment via UTech's Website**

Payments can be made via the university's website via the "Online Services" section. Payments via this method are possible with any of the following:

- Keycard
- Visa
- MasterCard

Upon payment a confirmation email will be sent to you as receipt of your payment.

**Financial Clearance Registration**

Effective August 2009, students will not be required to visit the campus for "Financial Clearance". The Students Receivable Unit in conjunction with the Enterprise Application Systems (EAS) Department will be downloading data as per payment agencies and uploading information to student accounts in accordance with payment records received to facilitate automated financial clearance for each student.

At least two (2) clear working days, after payment has been made, is required to process all transactions for financial clearance. Once the required payment has been received, you will be financially cleared using the automated clearance process. Students will not be required to visit the office of the Accounts Department for financial clearance.

You will be notified of your financial clearance status via the "Intray" on the "Home" page of your Student Portal. The notification will take one of the following formats:

1. "You have been financially cleared...."
2. "You have not paid the requisite amount to be registered...The remaining balance must be settled to avoid penalties"
3. "Your financial status cannot be assessed because you have not confirmed your selections"

Please take note of the instructions in the notification where it indicates that there is a problem and follow the recommended action(s).

If after 2 days you have not received financial clearance, you may contact Accounts Receivable via e-mail at [recaccounts@utech.edu.jm](mailto:recaccounts@utech.edu.jm). Please include in the email, your Student Identification number, name and a short description of the problem you are experiencing.

**Student Loan Bureau (SLB)**

Student Loan Bureau (SLB) recipients, will be granted financial clearance, once their loans have been approved and communication has been received by the University electronically. Students should therefore be guided by the following steps:

1. Generate fee breakdown.
2. Pay all miscellaneous/registration fees required for enrolment (SLB covers Tuition and Exam fee only)
3. Check student in tray for financial clearance message.
4. Complete the enrolment steps outlined by the Admissions Office.
5. Follow up with the SLB to ensure that all guarantors' documents have been submitted.

**Ensure that payments are made to the University by the Student Loan Bureau, as you will not be allowed to sit exam if payment remain outstanding.**

**Scholarship/Sponsorship**

Recipients of scholarship or sponsorships should ensure that all commitment letters have been approved and submitted to the Financial Aid Office prior to the registration period. In addition, all ancillary and miscellaneous fees should be paid. This will allow a smooth update of student records and facilitate the automated financial clearance within two working days.

**All scholarships/sponsorship bodies should forward all payments by October 12, 2010. It is the student's responsibility to ensure that sponsors remitting funds comply with the stipulated deadlines.**

**For Further Information Contact:**  
 Finance and Business Services  
 Tel: 927-1680 ext. 2083 or 2062  
 Email: [recaccounts@utech.edu.jm](mailto:recaccounts@utech.edu.jm)  
 Website: [www.utechjamaica.edu.jm](http://www.utechjamaica.edu.jm)



University of Technology,  
Jamaica

**Fee Payment Guide 2010/2011**

**August 2010**





## Fee Payment

The University of Technology, Jamaica Finance and Business Services Division has approved a fee payment guide and enrolment procedures for students attending the institution. Students are therefore required to comply with the rules stipulated in this guide which are subjected to change without notice.

### Fee Structure

The fees payable upon registration at the beginning of the Academic Year are as follows:

- (a) Tuition
  - (b) Examination
  - (c) Ancillary/enrolment commitment fee (non-refundable):
    - Students' Union
    - Health
    - Student Welfare Fund
    - Registration
    - JamCopy Tariff
    - Health/Personal Accident Insurance (non-refundable)
- All students (full time, part-time, repeat, etc.) are required to pay all the fee components outlined above. In addition, some Schools/Courses of Study may have other prescribed fees for particular activities.
  - Recipients of loans from the Students' Loan Bureau (SLB) are required to settle, prior to registration – all fees that are not covered by SLB. The SLB covers tuition and examination fees only.
  - Full/Partial Scholarship students must first report to the Financial Aid Office, with the commitment letter received from the sponsoring organization, for verification and approval.

### Students (Year 1 - 2)

The University has implemented its semesterisation system which is now in effect for the 2010/2011 academic year – semesterisation allows students entering in Year 1 - 2 to select modules and class times online using UTech's webpage [www.utechjamaica.edu.jm](http://www.utechjamaica.edu.jm). This also allows students to select and pay for modules based on their affordability, as part payment on fees per semester will not be allowed.

Tuition fee is based on the modules students will undertake during the academic year and examinations fees, which is to be paid per semester. Ancillary fees are paid yearly.

The tuition fee that you pay as a Year 1 or 2 student is calculated on a per credit charge for modules you are taking in a given semester. You will be required to go online to determine the per credit charge assigned to your programme. Some programmes will have more inputs than others and will therefore cost more or less. The cost per credit differs across Faculties/Schools and is arrived at on a credit average which includes the University's General Education modules

Procedures applicable to year 1 and 2 students for generating their invoices online are as follows:

- Select & confirm modules to be pursued at the beginning of each semester.
- Print invoice for module(s) selected.
- Pay in full at any location in this guide.
- Proceed with the registration steps outlined online.

**New Students will be required to re-enroll, pay fees at the start of each semester and the above procedures will apply.**

### Students (year 3 - 5)

#### August - May

UTech has developed a Flexible Payment Plan which only applies to year 3-5 students only. The conditions that apply are detailed on the fee breakdown. The payment options applicable are as follows:

#### Option A: "Payment in full"

(at the beginning of a course of study)

This represents the lowest cost to the student. Fees are paid in full at the start of each year of the Course of Study.

#### Option B: "Payments by Semester"\*\*\*

This Option requires that payments are made prior to the start of each semester and is more costly than Option A.

### Summer Students – Only

#### Option A: "Payment in full"

(at the beginning of a course of study)

This represents the lowest cost to the student. Fees are paid in full at the start of each year of the Course of Study.

#### Option B: "Monthly Payments"\*\*\*

This Option requires that payments are made in 3 instalments:

1. May
2. June
3. July

This option is more costly than Option A.

**N.B. \*\*Students are urged, therefore, to review the options available and visit UTech's webpage [www.utechjamaica.edu.jm](http://www.utechjamaica.edu.jm) to select the most suitable plan online.**

### Fee Payment

The pre-enrolment process involves paying fees and completing the registration process as approved by the University Registrar.

### Payment at UTech Accounts Receivable

The normal opening hours for the Accounts Receivable Unit at the UTech Papine Campus are:

Monday to Thursday: 8:00 am – 6:00 pm  
Friday: 8:00 am – 4:00 pm

Payment for tuition fees on campus can ONLY be made in the form of:

- Debit Card
- Credit Card
- Manager's Cheque

**Personal Cheques are not accepted by the University.**

**NO cash payment of tuition fees will be permitted at Accounts Receivable.**

### Payment at External sites

#### 1. Any branch of NCB Island wide

If payments are being made via any branch of NCB the following are required:

- a. UTECH Fee breakdown (Tuition/Boarding Invoice) with Student's Name, ID Number & amount to be paid.
- b. A completed regular NCB Deposit voucher with the following details:
  - i. UTECH'S Account Number:
    - 371360247 (JA\$ Payments ONLY) OR
    - 376089223 (US\$ Payments ONLY)
  - c. Student's Name
  - d. Student's Identification Number
  - e. The name of the person making the payment must be written in the section "PAID IN BY \_\_\_\_\_"
  - f. "UTECH School Fee Payment" must be written at the section "ACCOUNT NAME \_\_\_\_\_"
  - g. Include the amount being paid.
  - b. Indicate the type of payment being made i.e. "Tuition Payment" OR "Boarding Payment"

#### 2. Via Tele-Midas at 1-888-622-3477 or by via E-Banking online at [www.jncb.com](http://www.jncb.com) (NCB Customers ONLY) providing the following information where applicable:

- a. UTECH'S Account Number:
  - i. 371360247 (JA\$ Payments ONLY) OR
  - ii. 376089223 (US\$ Payments ONLY)
- b. Student's Name
- c. Student's Identification Number