



## **ALL NEW AND RETURNING STUDENTS (UNDERGRADUATE & POST-GRADUATE)**

**FROM: OFFICE OF THE DIRECTOR OF FINANCE**

**DATE: July 03, 2023**

**RE: 2023-2024 Academic Year - Registration and Payment of Fees**

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The Board, management and staff of the College of Agriculture, Science and Education recognize and understand the challenges that many of our students face in their academic journey and wish to assist you in your financial planning efforts for the 2023/2024 academic year. We are therefore providing you with early notice of the policies and regulations that will take effect in the new academic year to minimize any undue interruptions to your studies. It is hoped that you will take this opportunity to better understand and be properly guided concerning the payment of fees.

Over the past three years there have been significant increases in the cost of running the institution, especially in relation to food, security, and school supplies. While the institution has sought to work with students, given the challenges faced, we have to take the necessary steps to ensure that we can continue to operate and improve our services to you.

**The following will be the regulations governing registration and the payment of fees for the 2023-2024 academic year:-**

1. **ALL FEES** (Tuition, Auxiliary & Residential) are due on or before the 31 August 2023. Students may be allowed to pay tuition in four (4) parts.
2. **Full Auxiliary fees** must be paid at the beginning of the school year on or before 31 August 2023. (Fees may be viewed at <https://www.case.edu.jm/fees> or [isims.case.edu.jm](https://isims.case.edu.jm))
3. If students opt to pay tuition using a payment plan, (i.e., either one payment per semester or two payments per semester) then payment on a semester basis is due by the deadlines indicated below:-

**i. One Payment Per Semester**

Semester I – 31 August 2023

Semester II - 12 January 2024

**ii. Two Payments Per Semester**

**Semester I - 31 August 2023**

30 November 2023

**Semester II - 12 January 2024**

30 April 2024

**We are also offering students the option of paying tuition on a monthly or even weekly basis but all tuition payments must be completed for the respective semesters by the deadlines stated above.**

4. **Auxiliary Fees are non-refundable and must be paid in full at the start of the academic year.**
5. **Students will not be allowed to start a semester with any balance outstanding from a previous semester (Tuition, Auxiliary and/or Residential). All outstanding balances MUST be cleared before students are allowed to register for each semester.**
6. Students are required to be registered and financially cleared for the current semester before starting classes. Financial Clearance is dependent on the following conditions:
  - Payment of auxiliary fees for the academic year in full, **AND**
  - Either payment of the full Semester's fees OR the establishment of an approved payment plan
  - Payment of tuition and residential fees according to the agreed plan.

Access to all facilities and resources of the Campus will be denied until these conditions have been satisfied.

**Exceptions to this rule will apply where students are in receipt of scholarships and/ or have verifiable expectations of support from the Student's Loan Bureau (SLB), Path, Rio Tinto and/or GOJ scholarships and bursaries. This will be dealt with on a case by case basis. For students applying for scholarships, please note that where these scholarships only provide partial payments, students will need to provide evidence of payments to cover the outstanding balances.**

7. Financial clearance is a requirement for all students to access examinations, whether mid-terms or final exams. Students must either pay their fees in full at the start of the semester or enter and honor an approved installment plan with the College, to allow an extended payment schedule to satisfy their financial obligation. Students who are not financially cleared in relation to their current semester's fees will be denied access to mid-semester and final assessments/examinations save and except for the exceptions noted above.

#### **MONTHLY PAYMENT PLANS**

8. Payment plans can only be activated for addressing current Semester's Fees **ONLY** and may be accessed where:-

- All previous balances have been settled.
- Auxiliary Fees have been paid in full.
- A minimum deposit of 25% (based on the Semester's fee has been paid.

**The following will be the payment schedule for approved monthly installment plans:**

- a. Deposit – 25% of Semester's tuition fee by 31 August 2023
- b. 30 September 2023 - 25% of Semester's tuition fee
- c. 31 October 2023 - 25% of Semester's tuition fee
- d. 30 November 2023 - 25% of Semester's tuition fee

**The following will be the payment schedule for approved monthly installment plans:**

- a. Deposit – 25% of Semester's tuition fee by 12 January 2024
- b. 29 February 2024 - 25% of Semester's tuition fee
- c. 29 March 2024 - 25% of Semester's tuition fee
- d. 30 April 2024 - 25% of Semester's tuition fee

**The deadline for Payment Plans to be in place FOR SEMESTER I is 31 August 2023 and for SEMESTER II 12 January 2024.**

#### **IMPORTANT FINANCIAL INFORMATION**

9. Student accounts which are not in good standing by the agreed deadlines will be classified as "in default". Students who are in default will not be allowed to continue until the outstanding balances are cleared.
10. All new and returning students who need advice on financing options are encouraged to visit the Department of Finance. Information on Scholarships is available through the Department of International Relations and Marketing, the Department of Finance, and the Office of the President.

#### **CONTACT DETAILS**

- Important Emails:**
1. [finance@case.edu.jm](mailto:finance@case.edu.jm)
  2. [Registry@case.edu.jm](mailto:Registry@case.edu.jm)
  3. [president@case.edu.jm](mailto:president@case.edu.jm)
  4. [publicrelations@case.edu.jm](mailto:publicrelations@case.edu.jm)

**Important Telephone Numbers:**

**College of Agriculture, Science & Education - Land line - 876 – 993-5436 – 8**

**Office of the President – 876-993-5616**

**Department of Finance** – Land line - 876 – 993 – 5457

- Mobile - 876 – 505-8497

**Department of Registry** - Mobile – 876- 423-9278

**International Relations & Marketing** – Mobile – **876- 873-7518**

## **PAYMENT LOCATIONS**

- 11.** Fees can be paid through any of the following facilities: -
- a. National Commercial Bank (NCB)
  - b. Paymaster
  - c. Bill Express
  - d. Western Union
  - e. CASE Cashier at the Department of Finance on the West Campus.
  - f. Isims.case.edu.jm

The normal opening hours for the CASE Cashier are Mondays to Thursdays, 9:00am to 4:00pm and 9:00am to 3:00pm on Fridays.

Acceptable methods for payment include cash, debit card, credit card, and manager's cheque.

Students who fail to meet any of the deadlines given will have ALL their courses removed and asked to vacate the Campus.

**Students will be allowed to re-register once the necessary payments are made. Students who re-register for courses will be required to pay any applicable Late Registration Fee.**

## **ABSENCE FROM EXAMINATIONS/ASSESSMENTS**

- 12.** Students who are absent from an assessment as a result of a lack of registration or financial clearance will not be allowed any special arrangements for the assessment that was missed. Such students will be required to re-register for the course when next the course is offered.

The College of Agriculture, Science and Education remains committed to our students' success. We therefore urge students and parents to be proactive in managing their financial affairs as it relates to CASE by seeking out funding sources as soon as possible, looking out for scholarship opportunities, and keeping abreast of **ALL** deadlines.