UTechOpen: School of Lifelong Learning and Professional Development APPLICATION FORM

Please complete this form by printing your responses in **BLOCK CAPITALS**.

Receipt No. Date Received: Amount S Registration Fee \$ 1,000.00 Total Received \$ Cashier's Signature: SECTION 1: COURSE INFORMATION	FOR OFFICIAL USE ONLY							
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Name of Emergency Contact:								
Telephone: w) c) Relationship:	Telephone: w)		c)	Rela	tionship:			
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Signature:

NOTE: The non-refundable registration fee and tuition should be paid at UTech a/c Receivables Dept. Following payment, please take the stamped receipt and this registration form to the UTech Academy Office to complete the registration process. CLASSES MAY BE CANCELLED DUE TO LOW ENROLMENT. In such instances, every effort Revised April 2013will be made to advise you in advance and proce ss refunds in a timely manner.

Revised April 2013 will be made to advise you in advance and proce ss retuints in a dinicity manner.

Updated November 2013 Revised October 2016, Apr 2018, Jan 2019, Sept 2019, Jan 2020, Mar 2021, May 2021

Updated 20.06.11

The University of Technology, Jamaica

UTechOpen: School of Lifelong Learning and Professional Development Application Form

Phone: 9271680- 8 Ext. 2087/3231/3866-9

Email: maxine.daley@utech.edu.jm/asamuels@utech.edu.jm

APPLICATION & REGISTRATION

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11	Advanced	registration is	encouraged
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- □ Application forms are available on campus at the UTech Academy office or the Utech website www.utechjamaica.edu.jm.
- Copies of birth certificate and qualifications as applicable
- □ Copy of valid picture identification
- □ 1 passport sized picture
- ☐ The registration fee is non-refundable.
- □ Course fees must be PAID IN FULL prior to the start of the course.
- Or, at least 50% of fees should be paid prior to the start of classes and the other 50% within thirty (30) calendar days after the first payment or the latest, by the end of the next month from start of classes. E.g. start date *January 8, 2020* therefore final payment should be *February 28, 2020* latest.
- □ Short courses (less than one semester) should be paid in full prior to the start of classes
- □ Pre-requisite courses e.g. Foundation Math are applicable to University of Technology only.

PAYMENT

- ☐ The registration fee plus tuition are to be paid at UTech a/c Receivables Department to a/c # 10-208-292 OR at NCB a/c # 371045147
- ☐ As proof of registration, a copy of the receipt and registration form must be submitted to the UTech Academy office before the start of the course.

CANCELLATION & REFUND POLICY

- □ The University reserves the right to cancel classes based on low enrolment or for any other reason at the discretion of the University of Technology, Jamaica.
- ☐ If a student wishes to withdraw from a course, a written request should be submitted to the Director, UTech Academy 5 working days in advance of the start of the course. Once the request is submitted on time, the student is eligible for a 90% refund of the tuition for the course.
- Refunds will be made by cheque and the student will be advised as to when to collect the refund.
- ☐ A student who withdraws after a course begins will not receive a refund.

EXAMINATION GUIDELINES

	To be admitted to an examination you should have paid the prescribed fee in full.
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	You are required to be present in the Examination Room fifteen (15) minutes before the scheduled start
	time.
	You will not be admitted to an examination later than thirty (30) minutes after it has commenced, except
	with the permission of the Registrar's Office.

☐ You will not be permitted to sit the examination without a valid form of identification; that is UTech I.D.

Revised April 2013 Updated November 2013 Revised October 2016, Apr 2018, Jan 2019, Sept 2019, Jan 2020, Mar 2021, May 2021