UTechOpen: School of Lifelong Learning and Professional Development
APPLICATION FORM

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

FOR OFFICIAL USE ONLY		
Receipt No.	**Date Received:** **Rec'd by:**	**Amount \$** **Registration Fee \$ 1,000.00** **Total Received \$**
Cashier's Signature:		

SECTION 1: COURSE INFORMATION

NAME OF CENTRE/LOCATION :_____

(e.g. UTech Main Campus Kingston, Montego Bay, Barnett St.)

Modality:	Day [ ] Evening [ ] Weekend [ ]	
Course No.	**Name of Course (s) /Module(s) (*as applicable*)**	**Tuition**
NON-REFUNDABLE REGISTRATION FEE		
UTech a/c Receivables Dept. **to UTech Academy a/c # 10-208-292 OR NCB a/c #371045147**		
Scholarship/ Sponsorship:		
Programme of Study: e.g. SOBA etc.		

Type of ID: Passport [ ]   National ID [ ]   Drivers License [ ]

UTech ID [ ]   **Expiry Date:**   **dd/mm/yyyy**

SECTION 2: PERSONAL & CONTACT INFORMATION

Last Name:	**TRN#:**	**Gender:** Male [ ] Female [ ]
First Name:	**Middle Name**	**Title:** Mr. [ ] Mrs. [ ] Miss [ ] Other [ ]
Address :		**D.O.B. dd/mm/yyyy**
		TELEPHONE: **w)**_____
Company Name:	**Job Title:**	**c)** _____
Email (block capitals):		**h)**_____
Name of Emergency Contact:		
Telephone: w) **c)** **h)**		**Relationship:**

Signature:

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

- Advanced registration is encouraged.
- 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 <u>prior</u> 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
- **<u>Pre-requisite courses e.g. Foundation Math are applicable to University of Technology only.</u>**

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 <u>will not</u> receive a refund.**

EXAMINATION GUIDELINES

- ❑ To be admitted to an examination you should have paid the prescribed fee in full.
- ❑ 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