

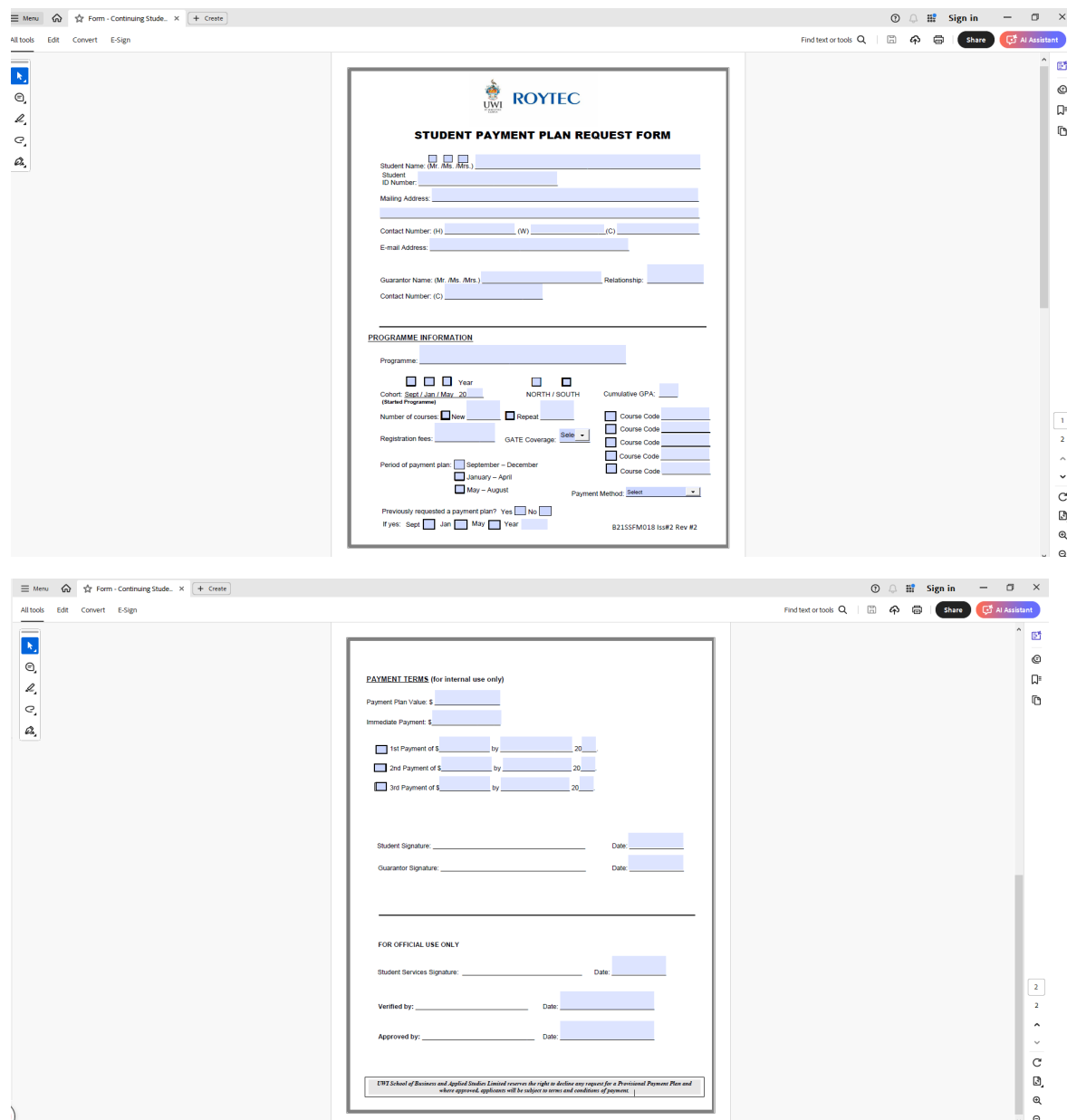
## How to request a payment plan?

Please follow the steps below to complete a payment plan request.

### Step 1

Download the pdf document named – ‘Student Payment plan form’, which can be accessed through Student Forms under Online Resources on the website [www.roytec.edu](http://www.roytec.edu).

The form is two pages of which you are required to fill out the first page. The form will look like:



**STUDENT PAYMENT PLAN REQUEST FORM**

Student Name:     
 Student ID Number:   
 Mailing Address:   
 Contact Number: (H)  (W)  (C)   
 E-mail Address:   
 Guarantor Name: (Mr. Mrs. Miss)  Relationship:   
 Contact Number: (C)

**PROGRAMME INFORMATION**

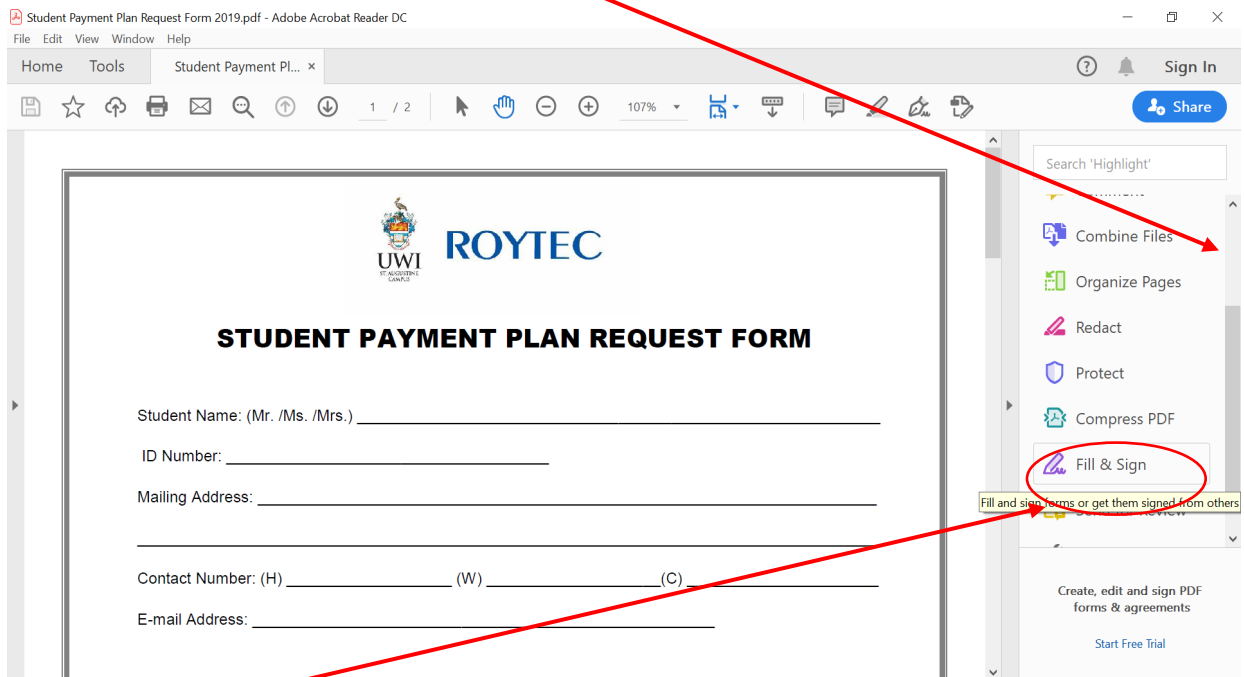
Programme:   
 Cohort: ☐ Year ☐ NORTH / SOUTH ☐ Cumulative GPA:   
 Cohort: Sept./Jan./May./20 ☐ NORTH / SOUTH ☐ Cumulative GPA:   
 (Started Programme)  
 Number of courses: ☐ New ☐ Repeat   
 Registration fees:  GATE Coverage:    
 Period of payment plan: ☐ September – December ☐ Course Code   
☐ January – April ☐ Course Code   
☐ May – August ☐ Course Code   
 Payment Method:   
 Previously requested a payment plan? Yes ☐ No ☐  
 If yes: Sep ☐ Jan ☐ May ☐ Year   
 B21SSPM018 Iss#2 Rev #2

**PAYMENT TERMS (for internal use only)**

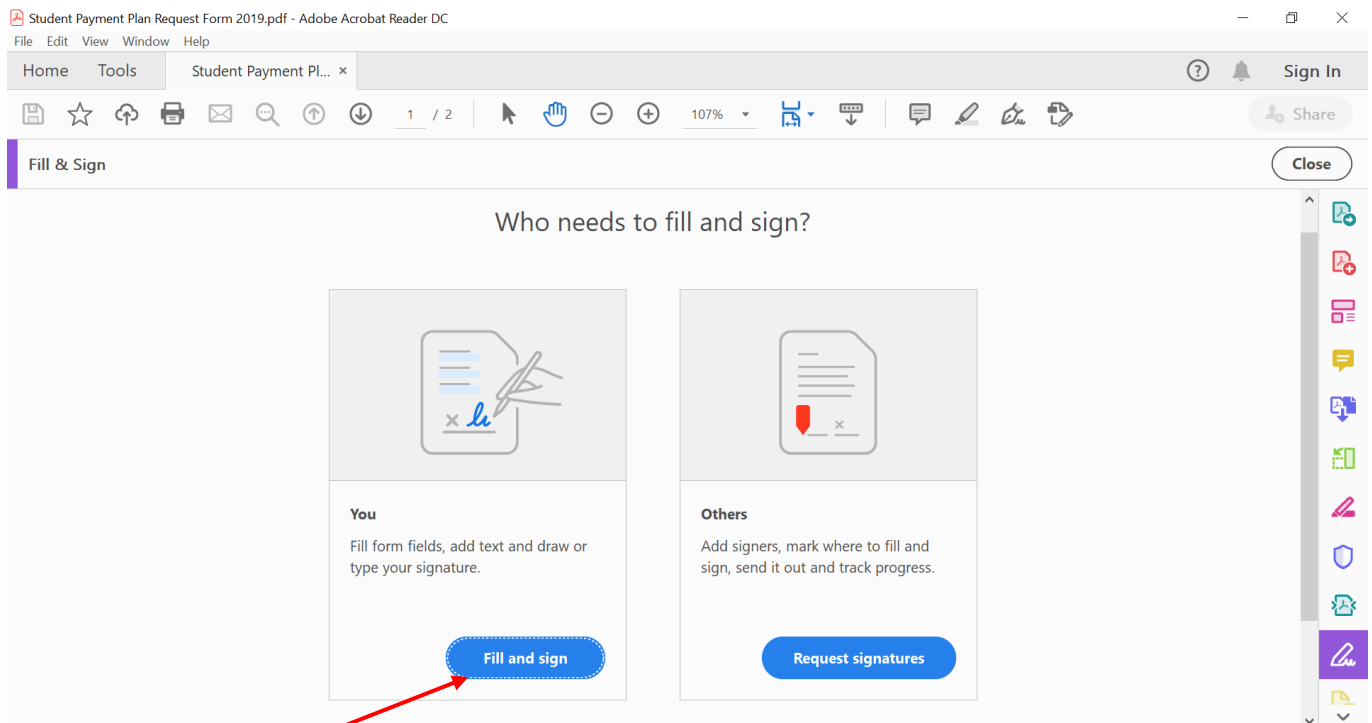
Payment Plan Value: \$   
 Immediate Payment: \$   
☐ 1st Payment of \$  by  20   
☐ 2nd Payment of \$  by  20   
☐ 3rd Payment of \$  by  20   
 Student Signature:  Date:   
 Guarantor Signature:  Date:   
**FOR OFFICIAL USE ONLY**  
 Student Services Signature:  Date:   
 Verified by:  Date:   
 Approved by:  Date:   
 UWI School of Business and Applied Studies Limited reserves the right to decline any request for a Provisional Payment Plan and where approved, applicants will be subject to terms and conditions of payment.

## Step 2

When the document opens, scroll on the right hand side until you see “Fill & Sign” circled in red below.



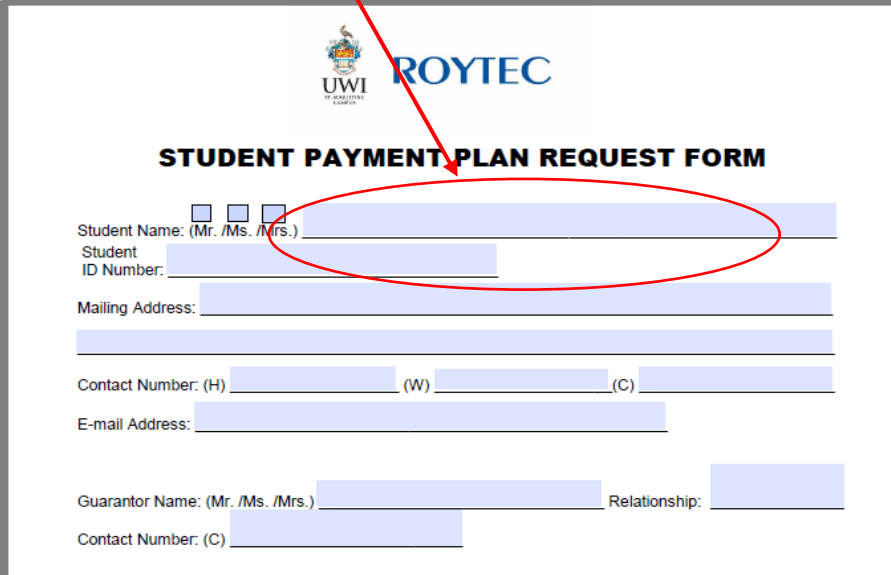
Click on Fill & Sign. The document will now look like this:



Click the blue box marked Fill and sign

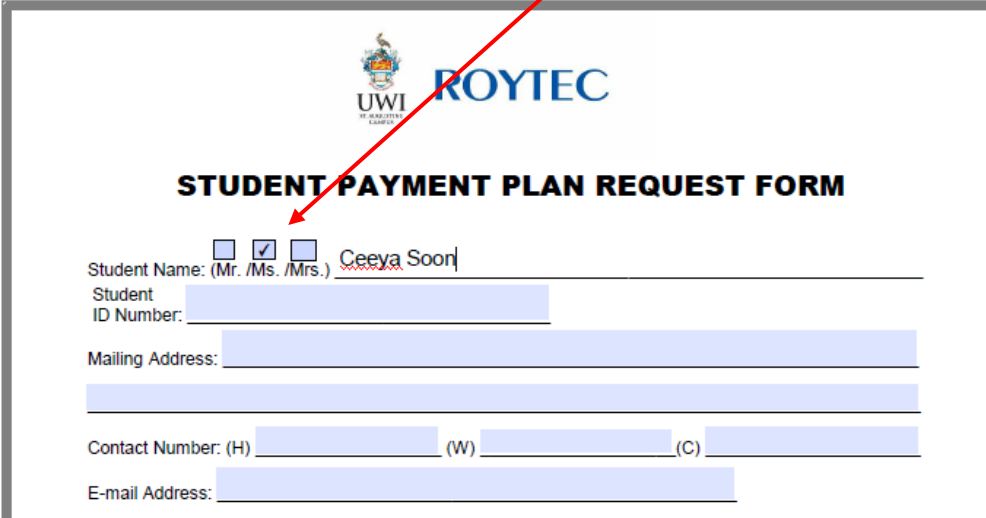
### Step 3

Start filling in the request by typing into the grey areas until all areas are filled.



The screenshot shows the 'STUDENT PAYMENT PLAN REQUEST FORM' with the UWI and ROYTEC logos at the top. A red circle highlights the title and the first three checkboxes for 'Student Name: (Mr. /Ms. /Mrs.)'. The form includes fields for Student ID Number, Mailing Address, Contact Number (H, W, C), E-mail Address, Guarantor Name, Relationship, and Contact Number (C).

When you want to select either Mr / Ms. / Mrs, simply click on the small square box and it will automatically check for you:



This screenshot shows the same form, but with the middle checkbox selected for 'Student Name: (Mr. /Ms. /Mrs.)'. The name 'Ceeya Soon' is entered in the field. A red arrow points to the checked checkbox. The other fields remain empty.

#### Step 4

Enter your UWI-ROYTEC issued student ID number here.

The form is titled "STUDENT PAYMENT PLAN REQUEST FORM" and features the UWI and ROYTEC logos at the top. It contains several input fields: "Student Name: (Mr. /Ms. /Mrs.)" with a dropdown menu showing "Ceeya Soon", "Student ID Number:", "Mailing Address:", "Contact Number: (H) (W) (C)", and "E-mail Address:". A red arrow points to the "Student ID Number:" field.

#### Step 5

If you are under 18 years or if someone other than you (the student) is making the payments, then this area **must be** filled out.

The form is titled "STUDENT PAYMENT PLAN REQUEST FORM" and features the UWI and ROYTEC logos at the top. It contains several input fields: "Student Name: (Mr. /Ms. /Mrs.)", "Student ID Number:", "Mailing Address:", "Contact Number: (H) (W) (C)", "E-mail Address:", "Guarantor Name: (Mr. /Ms. /Mrs.)", "Relationship:", and "Contact Number: (C)". A red arrow points to the "Guarantor Name: (Mr. /Ms. /Mrs.)" field, which is circled in red.

## Step 6

Fill in the programme information on the first page. See explanation in blue below:

**PROGRAMME INFORMATION**

Programme:

☐ ☐ ☐ Year ☐ ☐ NORTH / SOUTH Cumulative GPA:

Cohort:  /  /  20   
(Started Programme)

Number of courses: ☐ New ☐ Repeat

Registration fees:  GATE Coverage:

Period of payment plan: ☐ September – December  
☐ January – April  
☐ May – August

Previously requested a payment plan? Yes ☐ No ☐

If yes: Sept ☐ Jan ☐ May ☐ Year

Course Code   
Course Code   
Course Code   
Course Code   
Course Code

Payment Method:

B21SSFM018 Iss#2 Rev #2

This is the programme you are enrolled in

This is the campus

This is for us to know how you will be making payment e.g. bank transfer, Online card payment or at CSR counter – No Cash accepted

## Step 7

The second page will be filled out by a UWI-ROYTEC staff. For information purposes, the explanations are in blue below:

**PAYMENT TERMS** (for internal use only)

Payment Plan Value: \$

Immediate Payment: \$

☐ 1st Payment of \$ by 20

☐ 2nd Payment of \$ by 20

☐ 3rd Payment of \$ by 20

This is the value based on the number of courses taken

UWI-ROYTEC Officials will fill in this part

You must include signature before submitting

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Guarantor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Student Services Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Step 8**

You have completed the document. To save click file, save as, then save the document with the file name:

Studentname.StudentID.PPR e.g. CeeYasoon.20090000.PPR

## **Step 9**

Submit the completed document via email to [studentservices@roytec.edu](mailto:studentservices@roytec.edu). You will receive a reply informing of the decision after review of the submitted document along with a copy of the payment plan for your records.