UWI
ST. AUGUSTINE CAMPUS

ROYTEC

FREQUENTLY ASKED QUESTIONS (FAQ) – STUDENT PAYMENT PLAN

This document provides clarity on how students at UWI-ROYTEC can apply for and manage payment plans to support their academic journey.

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UWI ST. AUGUSTINE CAMPUS ROYTEC

What is a Payment Plan?

A Payment Plan allows students to pay tuition fees in scheduled instalments, rather than one full payment at the start of the term. This facility is designed to ease financial burdens and support academic progression.

Who can apply for a Payment Plan?

Payment plans are available to all enrolled UWI-ROYTEC students who have cleared their registration / administrative fees to the institution. The fee to process a payment plan request is TT$50.00. This fee MUST be paid before submitting a request. Proof of payment has to be included when sending a payment request.

Can I include my registration / administration fees in the payment plan?

No, registration fees and any other fees cannot be included in the payment plan instalments. Registration fees must be paid in full prior at the start of the academic term before teaching begins.

Is the plan applicable to all campuses and programmes?

Yes. The payment plan facility is available to all campuses and programmes, subject to approval by the Student Services office.

Is there a cost to requesting a payment plan?

Yes. Each time a plan is requested, a fee of TT$50.00 must be paid. This fee is included in the plan and payable within the first installment amount.

If I missed the deadline to request a plan?

It would mean having to pay for your tuition in full at the soonest in order to continue your classes for the term. Otherwise you may need to take a leave of absence.

Is there a period I must apply for a Payment Plan?

Payment plans can only be requested during the online registration for the institution. Check the Academic Calendar for the official dates. Students who fail to request a plan during that time are required to clear all fees before the third week of any term (i.e. the 20th of September, January or May).

How do I apply for a Payment Plan?

Follow these 3 steps to apply:

Step 1:
Complete online Form for the plan: https://forms.cloud.microsoft/r/07eLQb5X4v and submit. Note, you will get an automatic receipt of your request.

Step 2:
Check your student email within 3 working days for a response to your request.

Step 3:
Make your payments as advised within the email from Student Services: studentservices@roytec.edu to prevent holds or restrictions on your accounts.

Note

Plan requests incur a processing fee of TT$50.00 which is included in the first payment figure.

Payment plans are not automatic, a request must be made each term and an approval must be received.

How is the amount calculated?

The payable amount is determined based on:

- Number of courses registered in that term
- Total cost per term
- End of teaching for the term.

Can I choose how many instalments I want?

Instalment structures are standardised. In most cases:

- < $1000 – To be paid in full within 30days.
- $1000 to $2000 – Amount split into two (2) payments over 60 days
- > $2000 – Split over three (3) months

All payment dates will be outlined in your approved plan.

How are tuition fees payment made?

The plan is administered on a termly basis. All tuition fees for the semester must be paid on or before the monthly payment deadline. All payment dates will be outlined in your approved plan.

Installments	Term 1 (Sept – Dec)	Term 2 (Jan – Apr)	Term 3 (May – Aug)
1st payment	Due on or before September 30th	Due on or before January 30th	Due on or before May 30th
2nd payment	Due on or before October 30th	Due on or before February 28th	Due on or before June 30th
3rd payment	Due on or before November 30th	Due on or before March 30th	Due on or before July 30th

Note: Compulsory fees are NOT included in a payment plan.
*These are to be cleared in full **before** the start of a term.*

What payment methods are accepted?

Online credit card payment
Bank transfer
Card payment at CSR counter
Note: Cash payments are NOT accepted on campus.

What if I miss a payment date?

Late or missed payments may:

- Incur penalties
- Result in a hold on academic records or services
- Debarred from continuing classes and writing examinations
- Prevent registration for another term unless cleared
- Affect eligibility for future payment plans

If challenges arise, contact studentservices@roytec.edu before your next payment is due.

Can someone else submit the form on my behalf?

No, because the form is linked to your student email address.
https://forms.cloud.microsoft/r/07eLQb5X4v

What happens after I submit the form, and how will I know if my payment plan is approved?

Once you complete the online form and click the submit button, a UWI-ROYTEC official in Student Services will review your request. You will then receive a confirmation email in 3 working days advising of:

- The approval decision (approved or denied)
- Payment dates and amounts. Note: That email once received is your record of your installment schedule, and you would be held accountable for said payments.

What support is available if I need help filling out the form?

You may:

- Visit the Student Services Department
- Email studentservices@roytec.edu with your queries
- Request a virtual support session

Empowering You for Academic Success

Financial flexibility is part of our commitment to student-centric service. We encourage all students to explore this facility early in the term.