

Council of Legal Education Norman Manley Law School



Students/Alumni Services and Costs

EFFECTIVE JUNE 1, 2016

1. STATUS DOCUMENTS

These include, but are not limited to, the following documents:

- I. Programme Admission (not including transcripts)
- II. Professional Verification
- III. Verification requests for employment– summer and full-time
- IV. Financial status reports
- V. Student registration status verification
- VI. Programme information – i.e. Copies of course outlines, grade system and delivery modality information

Processing Times & Cost

Regular Service: 5 Business days (not including the date of submission)

\$500.00 (JMD) – or \$5.00 (USD)

- Additional Copies - \$300.00 (JMD) – or \$3.00 (USD) (for same addressee, made in the same request)

Expedited processing Service - 2 business days (not including the date of submission)

\$1000.00 (JMD) or \$10.00 (USD)

Additional Copies – \$500.00 (JMD) or \$5.00 (USD) (2 business days, made with the same request)

2. VERIFICATION OF DOCUMENTATION

Authentication of Offer Letter

- Cost: \$300.00 (JMD) or \$3.00 (USD)
- Processing Time: 2 business days

Certification of Individual Grade Notification Results Sheet

- Cost: \$500.00 (JMD) or \$5.00 (USD)
- Processing Time: 2 business days

Replacement of Individual Grade Notification Results Sheet

- Cost: \$500.00 (JMD) or \$5.00 (USD)

- NB: The replacement document will bear the date of issue of the replacement and not that of the original.

Certification of Authenticity of the Legal Education Certificate (LEC)

Individuals requiring certification of the authenticity of their LEC are required to present the original document along with a copy of the certificate (true to size) at the point of request/payment. The processing time for the certified copy is 2 business days.

- Cost: \$1000.00 (JMD) or \$10.00 (USD)

Certification of Students' Record/Certificate

In the event of loss or significant damage to a Legal Education Certificate the holder should note that the certificate cannot be replaced. The law school can however issue a letter to the candidate confirming his/ her receipt of the award. This letter will bear the name of the awardee as it had appeared on the original certificate, the seal of the Council of Legal Education and the signature of the sitting Registrar. Alternatively, where a copy of the Legal Education Certificate is on file, the law school can certify that copy.

Cost: \$100.00 (USD)

Processing time: 5 business days (not including the date of submission of the request)

3. TRANSCRIPTS

Basic document service charges

Transcript - \$1000.00 (JMD) or \$10.00 (USD)

Processing Time Charges: (These are in addition to the basic cost noted above)

3 business days processing charge - additional \$2,000.00 (JMD)/ \$20.00 (USD)

5 business days processing charge - additional \$1,500.00(JMD)/ \$15.00 (USD)

Dispatch Services (additional to basic and processing cost. These prices are subject to changes without notice)

Regular Postage (Registered Mail)

- Inland - \$300.00 (JMD) or 3.00 (USD)
- Overseas - \$500.00 (JMD) or 5.00 (USD)

Expedited Services*

Jamaica Post (under 1 Kg)

ZIP Mail (Local) - \$ 700.00 (JMD) or \$7.00 (USD)

Express Mail Service (EMS) Overseas (1st Kg); \$1,600.00 (JMD) or \$16.00 (USD)

DHL (up to 1lb):

- Inland - \$ 1300.00 (JMD) or 13.00 (USD)
- USA - \$40. 00 (USD)
- Canada - \$50.00 (USD)
- Europe - \$56.00 (USD)
- Caribbean - \$42 (USD)

4. DEFERRALS

Application fees for both Six-Month and Two-Year programmes will be non-refundable and non-transferrable.

5. SUPPLEMENTAL EXAMINATIONS (OVERSEAS)

- Students who are **domiciled** in Caribbean territories outside of Jamaica where there are **approved** UWI Open Campus Facilities, may sit supplemental examinations in those territories at those facilities.
- An application to sit supplemental examinations, as outlined above, must be made in writing to the Registrar **not later than one week** after the publication of the May examination results.

The cost

- i. School Administrative Cost - \$50 (USD) per course.
- ii. Examination Resit Cost - \$250.00 (USD) per course, including courier cost and the related administrative costs from the examination centres.

6. SUPPLEMENTAL EXAMINATIONS (LOCAL)

Applicable only to students commencing the Two-Year Programme from September 2016.

- Students who are scheduled to sit supplemental examinations as second sittings, locally, will be charged an administrative fee of \$5,000 (JMD)/\$50 (USD) per course.

Carlando Francis
Registrar

March 10, 2016.