

**COUNCIL OF LEGAL EDUCATION**  
**NORMAN MANLEY LAW SCHOOL**  
**GUIDANCE FOR REGISTRATION 2017**

**The Registration Form**

The registration form (REGISTRATION FORM NMLS-Active X) is available on our website (nmls.edu.jm). Please save to your device, fill in your information, and print three copies on legal-size paper. There is also a sample registration form on the website.

The forms may also be printed at our Library at a cost of \$5.00 per page.

If you are using Word 2013 and you are unable to see the “drop down boxes” for “Title” and “Gender”, please click “view” then “edit document”.

**Excerpts from the Student Information and Guidelines 2017-2018**

**29. REGISTRATION AND PAYMENT OF FEES**

Registration for the Academic Year 2017-18 is scheduled for Tuesday, Wednesday and Thursday September 12-14, 2017, between the hours of 9:30 a.m. - 12:00 noon and 1:00 p.m. - 3:00 p.m. Registration days are scheduled according to surname in alphabetic sequence as follows:

**A – F Tuesday, September 12, 2017**

**G – M Wednesday, September 13, 2017**

**N – Z Thursday, September 14, 2017**

***Persons registering outside of the period designated for registration will be subject to a late registration fee of J\$3,000.00. The period designated for registration is Tuesday, September 12 to Thursday, September 14, 2017. Late fees are payable if a student is not registered by September 14, 2017.***

Payment of fees done through the bank should be made by manager’s cheque or cash. Persons paying with a U.S. dollar draft should visit the Accounting unit before proceeding to the bank. The draft should be stamped and signed before it is lodged. It is advised that you purchase a draft, rather than cash, as the bank has restrictions on lodgement of U.S. dollar cash.

Please be advised that for persons paying tuition fees via wire transfer, the process may take a few days for the funds to be reflected in our bank account.

**Tuition and all miscellaneous fees are payable in advance.** The Regulations, however, allow for tuition to be paid in two installments, where the Registrar is satisfied that the circumstances warrant such a request for deferral of payment. The options available to students, on the **Two-Year Programme**, paying in installments are as follows:

- 50% of tuition fees, plus the mandatory incidentals before registration.

- 50% of tuition fees to be paid by the second week of the second term.

The options available to students on the **Six-Month Programme**, paying in installments are as follows:

- 75% of tuition fees, plus the mandatory incidentals before registration.
- 25% of tuition fees to be paid by the second week of the second term

**Until all fees have been paid, a student will not have completed all registration formalities and therefore will not be eligible to sit examinations.**

**Payment of the first installment of the tuition fee will allow a student “conditional registration” status. A student who does not have either full or conditional registration status will not be permitted to access TWEN, submit assignments, sit examinations or participate in extra-curricular activities.**

All prospective students are requested to note that the regulations with respect to the payment of fees will be strictly enforced.

Where financial assistance is being obtained from an approved funding source, a binding undertaking from that organization stating the extent of the assistance granted is required if payment is not finalized at the time of registration.

Persons benefiting from assistance from the SLB **will not be registered** until the School has been officially informed by the SLB that processing arrangements have been satisfactorily concluded, including finalization of loan documentation, guarantors’ undertakings and payment of insurance premiums, i.e. you are at ‘D’ or ‘E’ status. **Please ensure that this is done in order to avoid delays in registration.**

Students will not be registered unless they produce - (i) evidence that fees have been paid; or (ii) an approved funding arrangement.

**Your Identification Number is the number assigned and given to you in your Offer of Admission Letter. Please keep this number secure as this is the number by which you will be identified for the duration of your period of study at the School, provided that you enter the programme in the academic year applicable to the offer made.**

### **30. PAYMENT OF FEES**

Payment of Tuition Fees are to be made by debit/credit card at the School **or** by lodgement at the:

**National Commercial Bank, U.W.I. Branch**

**Account # 401 406 468, Norman Manley Law School**

It is very important that persons write the student name, registration number and year of study (i.e. Yr 1, Yr 2 or 6 month) on the bank’s deposit voucher.

Your copy of the paid bank voucher **must be taken** to the Accounting Unit at the Law School who will then stamp and scan a copy for our records, as soon as possible after payment has been made.

**Please ensure that the Account Name- *Norman Manley Law School*, as well as the above Account number are entered correctly.** Should you need additional clarification please ensure that you check with the Accounting Unit at the Law School prior to proceeding to the bank.

***Your account will not be credited with the payment unless the proper information is recorded on***

***the bank deposit slip.***

***The hours of operation for the Accounting Unit are 8:30 a.m.-4:00 p.m., Mondays-Fridays., unless otherwise stated.***

**Other Relevant Information**

1. In the event that you are paying your tuition fees by debit/credit card, please check with your bank to ensure that the amount required is available to you.
2. If your name is not on the list for registration and you have submitted the acceptance to your offer letter, please check with the University of the West Indies.
3. If you are a Students' Loan Bureau (SLB) applicant and you are not at a "D" or "E" status, please check with the SLB and ensure that you that you are upgraded before presenting for registration.
4. Should you wish for someone to register on your behalf, you must send a letter giving that person the authority to do so. That letter, as well as your registration form, must be signed by you.

September 5, 2017