



GUIDANCE FOR REGISTRATION 2026

Dear Students,

Kindly refer to the guidance and procedures below.

THE PROCESS

1. **Read this document in its entirety.**
2. **Complete and sign the registration form.**
3. **Pay tuition and incidental fees.**

A student who is on scholarship must have with them at the time of registration, a binding letter of undertaking from their government or benefactor. The letter **must** be addressed to the Norman Manley Law School stating the extent of the assistance granted and the date by which funds payable will be forwarded to the Law School. The letter must be approved by the Registrar before the student is allowed to register. Incidental fees must be paid by each student.

Students who have completed or are at an advanced stage in the loan process with the Students' Loan Bureau for the full amount will be registered once the incidental fees are paid.

1. **Submit proof of payment and/or relevant documents.**

All forms and documents must be **scanned** (photographs are not acceptable).

Please ensure that the documents are LEGIBLE and contain all relevant information.

1. Once all documents are submitted and requisite fees paid, students can expect updates, so please check your messages on the Student Management Portal regularly.

REGISTRATION AND FINANCIAL ARRANGEMENTS

Please register using the relevant login details that have been sent to you from "mgmtsys@nmlesc.le.com". You should check your spam or junk email for this message if you do not receive it in your Inbox.

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.

Students should note carefully Regulation 12(3), which states that "*A student will be deemed not to be in attendance at the Law School until registration formalities are completed.*" Therefore, students registered conditionally **MUST** satisfy all the conditions of registration as agreed with the school.

PAYMENT OF FEES

Payment of Tuition Fees may be made by card (debit/credit) online on our website (nmls.edu.jm), by bank transfer or by manager's cheque or US\$ draft at the school. If you are paying your fees by credit card, please check with your bank to ensure that the amount required is available.

Personal cheques, company cheques and cash will not be accepted for tuition or incidental fees.

Kindly note that the hours of operation for the Accounting Unit are 9:00 a.m.-3:00 p.m. on Mondays-Fridays, unless otherwise notified.

Please note: The bank has advised that they will no longer accept cheques of \$1,000,000 or more commencing September 1, 2026, and \$500,000.00 or more from March 1, 2027.

The bank account details are as follows:

- Name of Bank: National Commercial Bank (NCB)
- Branch: University
- Account #: 401 406 468
- Account Name: Council of Legal Education
- Norman Manley Law School
- Account Type: Current (Chequing)

N.B. In the section entitled: Remarks/Comments/Description/Remittance Information or Banking Information, please input NAME of STUDENT and ID number. If you are not the account holder or if is a joint account, please provide us with FULLNAME of the individual(s) account holder(s).

A copy of your payment **must be uploaded** along with the documents required for registration. Subsequent payments should also be uploaded to the system.

TRANSFERRING FUNDS FROM OUTSIDE JAMAICA

For students paying tuition fees from outside of Jamaica, you may pay online on the NMLS' website (nmls.edu.jm). Alternatively, funds may be wired directly to the Law School's NCB account. Before making payment, please visit the bank's website - **www.jncb.com**. Use the **buying rate for cheques** to calculate the amount of US\$ required to arrive at the JA\$ amount required.

Please note that:

- the foreign exchange rate applied to payments made in a foreign currency is determined by the bank. The school does not determine the rate to be applied;
- it may take a few days for the funds to be reflected in our bank account, and
- it is the responsibility of each student to check and confirm with the school, within two weeks of the transfer, the exact amount credited to the tuition fee account.

The banking information required to send a wire transfer is as follows:

- Bank: National Commercial Bank
- Address: The University of the West Indies
- Mona, Kingston 7, Jamaica
- Account#: 401 406 468
- Account Name: Council of Legal Education
- Norman Manley Law School
- Wire Code: JNCBJMKX
- Bank ID: 077
- Branch ID: 00040

INTERMEDIARY BANK

Bank: Bank of New York

Address: 1 Wall Street

New York

USA

Swift: IRVTUS3N

N.B. In the section entitled Remittance Information please provide *NAME of STUDENT* followed by *I.D. Number of Student*.

Kindly note that our bank attaches a service charge of approximately JA\$3,450.00/US\$30.00 to wire transfer transactions from foreign banks, so please add this to the amount sent. The transfer may take up to 5 business days or more to be reflected in our account.

August 2026