## UTECH ACADEMY APPLICATION FORM

Please complete this form by printing your responses in **BLOCK CAPITALS.**FOR OFFICIAL USE ONLY

Receipt No.		Date Received:	Amount \$		
		D 2.4 b	Registration Fee \$ 1,000.00 Total Received \$		
Cashier's Sig		Rec'd by:	10tal K	eceived \$	
Casiller 8 Sig	gnature.				
	SECT	ION 1: COURSE INFORMAT	TION		
NAME OF CE	NTRE/LOCATION :_				
(e.g. UTech Ma	in Campus Kingston, Gr	reenfield Stadium, May Pen, Lionel To	own )		
Modality:	Day []	Evening [] Weekend []			
Course No.	Name of Cou	rrse (s) /Module(s) (as applicab	le)	Tuition	
TD II					
I.D. #				\$ 1,000.00	
NON-REFUNDABLE REGISTRATION FEE TOTAL TUITION & FEES (The UTech Academy AC# 10-208-292				\$ 1,000.00	
NCB a/c # 371045147 (Trelawny & Montego Bay Students only)					
Scholarship/ Sponsorship Amount					
	larship/Sponsor:			L	
	SECTION 2. D	EDSONAL & CONTACT IN	FODMA'	rion -	
Last Name: SECTION 2: PERSONAL & CONTACT INFO			Gender: Male [], Female []		
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First Name:		Middle Initial:	Title: Mr. [], Mrs. [],		
				<b>N</b> C 11 04 11	
Address:				Miss [ ], Other [ ] <b>D.O.B.</b>	
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			Marita	al Status:	
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			Divorc		
Telephone: w	)	c)	Single	IJ	
h)					
Email (block					
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NOTE: The non-refundable fee and tuition should be paid by cash, credit card, debit card or manager's cheque at the <u>Accounts Receivables Unit</u>. Following payment, please take the stamped receipt and this registration form to the UTech Academy Office to complete the registration process. CLASSES MAY BE CANCELLED DUE TO LOW ENROLMENT. In such instances, every effort will be made to advise you in advance and process refunds in a timely manner.

c)

**Relationship:** 

**Name of Emergency Contact:** 

Telephone: w)

Signature:

## University of Technology, Jamaica

## **UTech Academy Application Form**

Phone: 9271680- 8 Ext. 2087/2097/3135 Email: theutechacademy@utech.edu.jm

☐ Application forms are available on campus at the respective Faculty/School offices, UTech Academy

## APPLICATION & REGISTRATION

□ Advanced registration is encouraged.

	office and the Admissions office. Copies of birth certificate and qualifications
_	Or;
	<ul> <li>Online at <u>www.utech.edu.jm</u></li> </ul>
	The registration fee is non-refundable.  Course fees must be PAID IN FULL prior to the start of the course.
	Or, at least 50% of fees should be prior to the start of classes and the other 50% within thirty (30) days after the first payment.
	Short courses should be paid in full prior to the start of classes
PA	YMENT
Cl	asses located in the Kingston Metropolitan Area
	The registration fee plus tuition are to be paid at the Accounts Receivables office (UTech) by Manager's Cheque, debit card or credit card
	As proof of registration, a copy of the receipt and registration form must be submitted to the UTech Academy office before the start of the course.
Cla	asses located outside of the Kingston Metropolitan Area e.g. Trelawny or Montego Bay, St. James The registration fee plus tuition are to be paid at any branch of NCB to account number 371045147
CA	NCELLATION & REFUND POLICY
	The University reserves the right to cancel classes based on low enrolment or for any other reason at the discretion of the University of Technology, Jamaica.
	If a student wishes to withdraw from a course, a written request should be submitted to the Director, UTech Academy 5 working days in advance of the start of the course. Once the request is submitted on time, the student is eligible for a 90% refund of the tuition for the course.
	Refunds will be made by cheque and the student will be advised as to when to collect the refund.
	A student who withdraws after a course begins will not receive a refund.
EX	AMINATION GUIDELINES
	To be admitted to an examination you should have paid the prescribed fee in full. You are required to present in the Examination Room fifteen (15) minutes before the scheduled start time.
	You will not be admitted to an examination later than thirty (30) minutes after it has commenced, except with the permission of the Registrar's Office.
	You will not be permitted to sit the examination without a valid form of identification; that is UTech I.D or Passport/Voters I.D./Drivers License (for those not yet issued with UTech I.D.).