

University of Technology, Jamaica

UTech Academy Application Form

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APPLICATION & REGISTRATION

- Advanced registration is encouraged.
- Application forms are available on campus at the respective Faculty/School offices, UTech Academy office and the Admissions office.
- Copies of birth certificate and qualifications
 - Or;*
 - Online at www.utech.edu.jm
- 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

PAYMENT

Classes 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.

Classes 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**

CANCELLATION & 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.**

EXAMINATION 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.).