

# Graduate Students Fee Payment Guide

Finance and Business Division  
Student Receivables Unit

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## Services Offered by the Student Receivables Unit

The services offered by the Graduate Unit include:

- Providing monthly **statements** to all students.
- Supporting Graduate Programme Coordinators with monthly reports on the **financial status** students.
- Arranging suitable **payment arrangement(s)** for students unable to pay full programme fees upfront.
- Liaising with the various Government Ministries regarding payments for **sponsored students**.
- Provide written **updates** to students' regarding financial obligation.

# Approved Payment Options

## 'Over the Counter'

Payment Locations Island wide

- Paymaster outlets
- Bill Express outlets
- Jamaica National Building Society (JNBS)

**NOTE:** Payments can also be made via Wire Transfer

## 'Online'

Payment via UTech, Ja.'s Website

- Pay via UTech's website using the "Online Services" section at [www.utech.edu.jm](http://www.utech.edu.jm). Payments via this method are possible with any of the following:
  - Keycard, Visa, MasterCard
  - Upon payment, a confirmation email will be sent to you indicating receipt of your payment.
  - American Express is NOT Accepted
- National Commercial Bank (NCB) branches (Bill Payment Option Only)

Over the Counter Payment | Wire Transfers

## PROCEDURES FOR MAKING PAYMENTS

# 'Over the Counter' Payments

1. Students are required to indicate the following to the teller
  - Student **Identification Number** (not the UTech, Ja. Bank A/C #)
  - Student Name
  - Amount being paid
  - Indicate that payment is being made to “University of Technology, Jamaica”
  - Indicate the type of payment being made, **“Tuition”**
2. Students should ensure that the details printed on the receipt corresponds to the information given to the teller
3. Students are also encouraged to **retain all receipts** for transactions done with the University and at our external payment agencies for future reference.

**Remember**

**UTech, Ja. NCB Bank Account number is NOT required!**

# Payments via Wire Transfer

Transfer of funds should be made to :

National Commercial Bank (NCB),  
Matilda's Corner,  
Kingston 6, Jamaica, W.I.

The following should be stated to the representative at the bank:

- UTech, Ja.'s Account Number
  - **371060375** (US\$ Payments ONLY) **OR**
  - **371360247** (JA\$ Payments ONLY)
- **SWIFT CODE:** JNCB JMKX
- Student's Name (**correctly spelt**)
- Student's Identification Number (**clearly written**)
- Indicate the type of payment being made i.e. "Tuition Payment"
- Include details of student's name and identification number in wire transfer details.

# Payments via Wire Transfer

## Important Notes

- The Banks facilitating the transfer will charge a fee separate from the Transfer fee
- This charge will be deducted from the original amount being sent and the remainder applied to the student's account.
- Fax bank receipt/confirmation of payment transaction to the Student Receivables at 876-970-2302.
- wire transfers takes a minimum of **seven (7) working days**, depending on the point of origin of the transfer.



Sponsored by external organizations | Sponsored by UTech, Ja.  
| Other Fee Payment Options

# FEE PAYMENT PROCEDURES FOR SPONSORED STUDENTS

# Sponsored by external organizations

- Students who receive any form of tuition assistance from a company or institution are classified as “Sponsored” students.
- These students are required to present a written undertaking in the form of a “Commitment Letter” from their Sponsor along with their Fee Invoice for assessment to determine if the sponsorship can be approved financial clearance.
- The Commitment Letter should include these five (5) important criteria:
  - Name(s) of the student(s) being sponsored
  - ID number of the student(s)
  - Academic year for which is being sponsored
  - Amount to be paid for the student(s) in words and figures
  - Date of payment(s) not exceeding Thirty (30) days from the date of the commitment letter.

# Sponsored by external organizations

- Sponsorship Commitment Letters are to be addressed to  
**Student Debt Recovery Unit**  
and should be presented to:
  - a) **Papine Campus** - the Sponsorship Desk located on the Student Services Building
  - b) **Western Campus** - The relevant Faculty Representative, who will forward to the Sponsorship Desk
- Once approved, the sponsorship documents will be stamped and signed; and sponsor record created to give the student(s) financial clearance; pending full payment by the Sponsor
- All Sponsorship Cheques should be made payable to  
**“University of Technology, Jamaica”**
- And payments via Bank Transfer be sent to **“[studentcollections@utech.edu.jm](mailto:studentcollections@utech.edu.jm)”**

# Sponsored by external organizations

## Important Notes

- Student are expected to pay in full; any amounts not covered by the Sponsorship in keeping with the general fee payment requirements for their programme.
- Commitment are valid for one month only unless otherwise approved.
- After the approved credit period has expired, if the debt is not honoured by the Sponsor; the University reserves the right to:
  - reverse the debt to the student(s) account and hold the students liable for the debt;
  - apply relevant financial & non-financial penalties; to include placing a 'block' on the account.

# Student Sponsored by UTech, Ja.

UTech, Ja. Staff Members who are sponsored are required to:

1. Visit the **HR Department**, with their fee breakdown to obtain approval for their fee waiver.
2. Once **approved by HR**; a listing will be sent by HR to the Receivables Department with the list of recipients.
3. The Receivables Department will apply the approved amount to the student's account to facilitate **financial clearance**.

**NOTE:** Students are expected to **pay in full**; any amounts not covered by the Sponsorship in keeping with the general fee payment requirements for their programme.

# Other Fee Payment Options

- **Education Loan** – can be accessed applying for an education loan through the HR Dept.
  - *(Education staff loan will be applied directly to the student's account).*
- **Salary deduction** – can be accessed through the Student Receivables Unit
- **SLB Graduate Loan** – accessed through the Bureau
  - Maximum loan amount - \$1.2 million covers tuition only
  - Payment condition
  - Interest rate: 9.5% reducing balance
  - Payment period: 60 months

# Other Fee Payment Options

- **Post-Graduate Scholarships**
  - **Careers Scholarship** – Offered Bi-annually
    - Available for 2021/2 A/Y
    - Value - \$1.8 Million
    - 3.0 GPA
  - **Betting Gaming & Lotteries Commission**
    - Available for 2020/1 A/Y
    - 2.75 GPA

## Dos & Don'ts for Cheque Payment

## HELPFUL TIPS



# Dos & Don'ts for Cheque Payment

## DO'S

- Do print your **name** and **Student ID #** for all payment transactions.
- Do pay **\$US Managers'** Cheques at NCB ONLY.
- Do pay **\$JMD Managers'** Cheques at all external payment agencies including NCB.

## DON'TS

- Do not pay using a Personal Cheques. It will **NOT** be accepted at any payment gateway
- Do **NOT** bring Managers' Cheques directly to UTech, Ja. as they will not be accepted

Student Tab | Payment History | Account Balance Information

# NAVIGATING YOUR STUDENT PORTAL

# View of the Student Tab

The Student Tab allows students to access their Account Balance and Payment History

To access this information:

- Click on the “**Student**” tab
- Student’s Report
- Select “**Account Balance**” from the drop down box
- Click **Run Report**

University of Technology, Jamaica  
237 Old Hope Road, Kingston 6, Jamaica W.I.  
Tel: (876) 927-1680-8; Fax: (876) 977-4388/(876) 927-1925

Logged In - Hi \_\_\_\_\_, Welcome to the UTech Portal  
| [Home](#) | [Student](#) |

**Student Details**  
Summary of student details  
Your contact details are:  
View/Edit Personal Details

**Your Academic Information**  
**Exam Module Check List (2019/20 SEM1)**  
Module Taking Records  
Exemption Credits Earned  
Provisional Coursework Results  
Provisional Re-sit Coursework Results  
Provisional Module Results  
Provisional Progression Results  
Provisional Award Details

**Your Fee Information**  
Sponsorship Information  
Grant Information  
Payments to your Account  
Your Account Transactions

**Career and Placements**  
Student Placement Application  
Student CV  
Student Placement List

**Advisor Information**  
Information about your personal tutor  
Details of your Advisor

**Student's Reports**  
Available Reports  
Please select a report from the drop down list and click the 'Run Report' button in order to view the report.  
Provisional Transcript of Results  
Exam Timetable  
**Account Balance Information**  
Account Transactions  
Select any of these links to connect to appropriate Student related web content.  
Undergraduate Student Handbook **new!**  
HOW TO ACCESS PAST PAPERS **new!**  
Scholarship Application Form **new!**  
Absence from Examination Form  
Student Medical Release of Information Form  
Papine Campus Guide  
UTech's Web Site  
Student Loan Bureau Information  
NCB Jamaica Ltd.  
Paymaster (Jamaica) Limited  
Jamaican Gleaner  
Jamaica Observer Internet Edition  
Northern Light Business Research Engine  
Go-Local Jamaica

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# Student Account Transactions Report

The Student's Account Transactions allows student to view

- Sponsor's Commitment and Sponsor payments
- Verify Direct lodgement remitted to account
- View Invoices total selected for each year
- Overall balances remaining an account.

**University of Technology, Jamaica**  
 237 Old Hope Road, Kingston 6, Jamaica W.I.  
 Tel: (876) 927-1489 B; Fax: (876) 927-4386/(876) 927-4399

Print | Close | Logout  
5th August 2020

Logged In - Hi [Name], Welcome to the UTech Portal  
[Home](#) | [Student](#) |

### STUDENT ACCOUNT TRANSACTIONS REPORT

#### STUDENT DETAILS

<b>ID Number</b>	
<b>Name</b>	
<b>Registration Status</b>	Normal Completion
<b>Academic Year</b>	2009/0
<b>Year/Level</b>	5
<b>Faculty/College</b>	Faculty of Business and Management
<b>Fee Status</b>	Jamaican - Plan B (Semesterly Payments)

#### JMD BALANCES OUTSTANDING

Type	Debtor	Debtor Name	Total
VON-SLB	SSO		0.00
<b>OVERALL NON-SLB BALANCE</b>			<b>0.00</b>

#### USD BALANCES OUTSTANDING

Type	Debtor	Debtor Name	Total
VON-SLB	MOFP	MINISTRY OF FINANCE AND PLANNING	0.00
VON-SLB	SS		0.00
VON-SLB	UTECH	University of Technology, Jamaica	0.00
<b>OVERALL NON-SLB BALANCE</b>			<b>0.00</b>

#### DETAILS: NON-SLB TRANSACTIONS

Tran State	Tran Date	Debtor	Acad Year	Tran Description	Tran Reference	JMD Charges and Debits	JMD Payments and Credits	JMD/USD Charges and Debits	USD Payments and Credits	USD Balance
POSTED	11/11/2005		2005/6	Tuition-Receipt	RF300119618	0.00	-60000.00	-60000.00	0.00	0.00
	08/12/2005		2005/6	Tuition-Invoice	2505071-001	107590.00	0.00	47590.00	0.00	0.00
	30/01/2006		2005/6	Tuition-Receipt	RF300142557	0.00	-47590.00	0.00	0.00	0.00
	12/10/2006		2006/7	Tuition-Receipt	RF300210100	0.00	+70000.00	-70000.00	0.00	0.00
	01/11/2006		2006/7	Tuition-Invoice	2505071-002	125520.00	0.00	55520.00	0.00	0.00
	09/03/2007		2006/7	Tuition-Receipt	RF300248635	0.00	-38000.00	17520.00	0.00	0.00
	11/04/2007		2006/7	Tuition-Receipt	RF300256383	0.00	-17520.00	0.00	0.00	0.00

# Thank You

## You Will Achieve, We Will Assist!

Department of Students Financing,  
Student Receivables Unit

Mondays to Fridays  
8:00 am – 4:00 pm

Telephone:  
512-2184, 612-1152 ext 3013, 3015 ,