



THE MICO UNIVERSITY COLLEGE

1a Marescaux Road, P O Box 497, Kingston 5, Jamaica W. I

OFFICE OF THE REGISTRAR

Tel: (876) 929-5260-6; Fax: (876) 926-2238

Website: themico.edu.jm Email: themicouniversitycollege@yahoo.com

February 22, 2021

Dear Prospective Students

The Mico University College is enthusiastic about your decision to study with us this Academic year 2021/22.

We are aware that number of persons have been significantly impacted by the pandemic; some losing friends and family, others requiring financial assistance among related concerns. Our prayers and best wishes are with you as final preparations are made to return to some degree of normalcy.

Please be reminded to respond to emails sent letting us you are in receipt and confirming acceptance. Persons seeking to defer offer may do so in writing and send it to your faculty representative (see below) or call the department at 876-764-2824-26 or 876-929-5260. If you have any queries, our Faculty Reps stand ready to answer any questions regarding your enrolment.

Faculty Representatives:

Science & Technology: gawayne.morrison@themico.edu.jm

Humanities and liberal Arts: suzette.baronette@themico.edu.jm

Education: phillip.mclean@themico.edu.jm

Medical:

Medical Form (separate attachment to be printed) completed by a licenced medical doctor upon examination, and the results of blood tests (**Hb, PCV and VDRL**).

The medical Form and class slip and results are to be submitted at the Mico Health Centre before you can register, but no later than August 31, 2021.

Fees:

Financial brochure and online payment information for the academic year 2021/2022.





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How to Pay Fees

The University College does not accept cash for tuition fees, and therefore students **MUST** pay their fees at any branch of National Commercial Bank (NCB) or Sagicor Bank.

Write clearly, all the information required on the payment (deposit) voucher. Ensure that your **name** and **ID number** are on the voucher to prevent unnecessary delays in applying the payment to your account at The Mico.

Bank Account Information

Full-time Students: any NCB branch **Account # 231050973**

Part-time Students: at Sagicor Bank **Account # 5500908035**

Full Time Day

Bank : National Commercial Bank
Account Name: Mico University College
Account # : 231050973
Branch : Cross roads
Currency : J\$
Type : Current Account

Evening/ Part Time

Bank : Sagicor Bank
Account Name: Mico Evening College
Account # : 5500908035
Branch : New Kingston
Swift Code : SAJAJMKN
Currency : J\$
Type : Current Account

PAYMASTER

Any branch island wide.





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Scholarship Recipients

If you are a recipient of a scholarship you will be required to provide evidence of the scholarship to the Bursary. You are also advised to retain copies of all documents pertaining to your scholarship.

For Students Obtaining Loans / Grants

Students with loans, grants, and any other financial assistance are required to pay their Miscellaneous and Boarding Fees (where applicable).

A commitment letter will be required from organizations/individual(s) offering grants, bursaries, scholarships, etc. This does not include the SLB.

The Students' Loan Bureau (SLB)

The SLB is a revolving loan fund offered by the Jamaican Government to Jamaican students for tuition purposes only, therefore all Jamaican students are eligible for consideration for a loan. Students wishing to secure a loan should submit their application **prior to the beginning of the academic year** to the

Students' Loan Bureau
Sagikor Sigma Building, 1st and 2nd floors
63 - 67 Knutsford Boulevard, Kingston 5
Tel. (876)754-2559

Students who have applied to the SLB must do the necessary follow-up until funds are approved and paid over to the University College. It is the students' responsibility to monitor the progress of their loan application and to secure their loan from the SLB. **Only proof of loan application indicating category "D" or "E" status will be accepted to complete registration.** As the loan is for tuition only, **all other fees** i.e. the Miscellaneous and Boarding Fees (if living in a Hall of Residence) **must be paid by the student at the time of registration.** Please note that the SLB will not disburse your loan funds to the institution until they have received the information confirming registration.





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Registration Document Checklist for New Students

Documents to be submitted at the Bursary/Accounts Department (all documents will be submitted online):

- Letter of Offer indicating programme and duration of programme
- Proof of medical examination by the University College's doctor (class slip)
- Proof of personal health insurance (Part-time Students).
- Full-time Students pay for health insurance in the Miscellaneous Fees.
Payment for accident insurance is included in the Miscellaneous Fees for all students.*
- TRN Card
- Institution's copy of stamped bank voucher, indicating payment of fees.

General information (which include details on uniform, boarding, classes etc) will be posted on the website and details communicated as soon as details are finalized.

We anticipate seeing you soon.

Disclaimer: Kinly note that dates submitted are subject to change, in keeping with the Protocols from the Ministry of Health and the Government. All changes will be communicated in a timely manner. Please continue to check your emails regularly as this is the main form of communication.

