

## Financial & Registration Bulletin **#69** for Undergraduate Students

### The Mico University College Welcomes All New and Returning Students to Academic Year 2024-2025

Please note that **Bulletin #69** supersedes Bulletin #68. The new Bulletin #69 contains revised dates for your guidance.

Thank you for your patience and understanding.

#### REGISTRATION/START-UP DATE:

DATES	REGISTRATION/START-UP ACTIVITIES
August 21, 2024	Registration opens
September 2 - 6, 2024	Orientation for New and Returning Students
September 9, 2024	Classes begin
September 14, 2024	Registration ends
September 17, 2024	Late Registration opens
September 24, 2024	Late Registration closes
October 17 - 21, 2024	Mid Term
October 17 and 18, 2024	Non-contact Day for Students [ <b><i>See your Dean and the VP Academic Affairs (Acting)</i></b> ]
October 21, 2024	Heroes Day – Public Holiday
October 22, 2024	Classes Resume
December 9 – 20, 2024	Examinations will be held

December 9, 2024, to January 4, 2025	Grade Entry
December 20, 2024	End of Semester
January 6 to 8, 2025	Grade Entry Approval

### TUITION FEES (JAMAICAN STUDENTS):

#### Four-Year Programmes:

Year Group	Yearly Tuition Fee	Miscellaneous Fee
Year 1 (Day and Evening)	\$355,278	\$45,000
Year 2 (Day and Evening)	\$348,250	\$45,000
Year 3 (Day and Evening)	\$350,000	\$45,000
Year 4 (Day and Evening)	\$344,802	\$45,000
Year 4 Students going on Practicum should settle at least 70% of their Tuition and Miscellaneous Fees by <u>October 31, 2024</u> , and the balance by <u>January 31, 2025</u> .		
Year 1 (B.Ed. Mathematics & Geography Online)	\$310,000	\$45,000
Years 2 (B.Ed. Mathematics & Geography Online)	\$312,500	\$45,000
Years 3 (B.Ed. Mathematics & Geography Online)	\$315,000	\$45,000

#### Other Programmes:

Group	Per Credit Charge	Miscellaneous Fee
Post Diploma (New)	\$11,500	\$45,000
Post Diploma (Returning)	\$11,500	\$45,000

*The information above regarding fees is provided for your convenience. While we endeavour to publish accurate information, The Mico University College reserves the right to adjust or cancel the charges listed herein, whenever it is deemed necessary. All fees and charges are for the ensuing academic year and are subject to change by action of the University College without prior notice. The listing does not constitute a contract between The Mico University College and the student. As a condition of registration, each student duly registered **MUST** pay the appropriate fee(s) in effect at the time of registration.*

**PAYMENT OPTIONS FOR FOUR-YEAR PROGRAMMES:**

Students must complete and submit the payment plan application form.

- **Payment Option 1**

Make the full payment of the year's tuition and miscellaneous fees by September 30, 2024, and you will receive a **3.5% discount on tuition fee ONLY**.

- **Payment Option 2a (Day Students Only)**

Payment of half the year's tuition fee plus full miscellaneous fee during the Semester 1 registration period, and the other half of the year's tuition fee during the Semester 2 registration period.

- **Payment Option 2b (Years 1 - 3 Evening Students Only)**

Payment of one-third the year's tuition fee plus full miscellaneous fee during the Semester 1 registration period, the second third of the year's tuition fee during the Semester 2 registration period, and the balance during the Semester 3 registration period.

- **Payment Option 3**

Students applying for payment option 3 must be pre-approved by the Student Finance Department and complete and submit the signed Promissory Note.

The tuition fee is divided into eight equal parts. The first part plus the full miscellaneous fee to be paid during the Semester 1 registration period. The other 7 installments are due on the last working day of the months of October, November, December, January, February, March, and April. **This option attracts an administrative fee of 5.5%.**

# TO PAY ALL FEES SCAN QR CODE



- PAYMASTER (JAMAICA) LIMITED
- Over 180 locations in Jamaica
- Online payment option available
- Locations open Monday to Saturday (8:00 a.m. to 7:00 p.m.)
- (Scan the QR Code to find the nearest location to you)



### **THE MICO CASHIER OPENING HOURS:**

Mondays – Thursdays: 8:30 a.m. - 3:30 p.m.

Fridays: 8:30 a.m. - 3:00 p.m.

### **SPECIAL NOTES FOR LOAN & SCHOLARSHIP RECIPIENTS:**

#### **Students' Loan Bureau (SLB)**

Students with SLB loan application status of C, D and E **must pay miscellaneous fee** before being allowed to register conditionally for classes, pending the receipt of the tuition fees from SLB.

Students must submit all their documents and be approved by the SLB before the end of the first semester. The tuition fee becomes payable in full where the student cancels the loan application process **OR** is denied the loan by SLB.

#### **Scholarships**

Scholarship funds are paid over to The Mico at various times during the academic year and so **the 3.5% discount does not apply** to students on scholarship.

Also, some scholarship and loan arrangements require that the student pays the miscellaneous fee during the registration period. Students are required to provide written evidence of the scholarship and/or grants to the University College in order to be registered.

#### **Accommodation on Campus (Jamaican Students)**

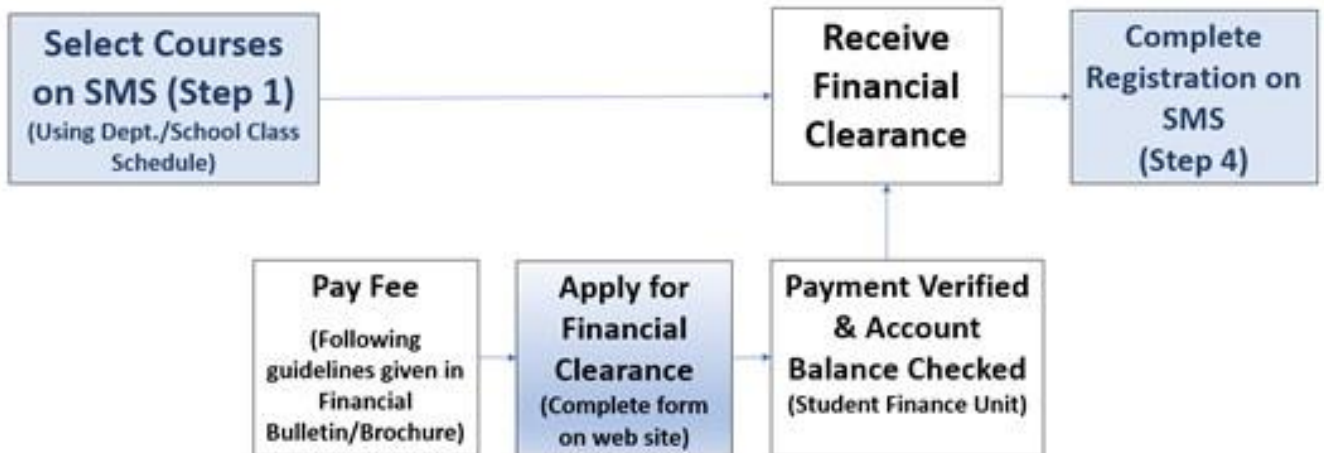
Application for accommodation on campus for Semester 1 of the 2024 – 2025 Academic Year is now open. Application Forms are to be completed online at ***themico.edu.jm*** and **submitted by August 18, 2024**. You will see the link titled "**Application for Accommodation on Campus - Semester 1, 2024-2025**" on the landing/main page.

The Institution has maintained the rate of \$70,000 per person, double occupancy, for the upcoming semester (**not including meals**).

There will be very limited single-occupancy spaces at the Errol Miller Hall only; given the expected demand for accommodation. The single-occupancy rate is \$110,000.00 for the semester.

**Do not pay any fee or submit any proof of boarding scholarship award until you receive a letter from the Office of the Vice President (Administration) with specific instructions.** However, please make plans to pay your fees by **August 26, 2024**, via PAYMASTER.

**THE REGISTRATION PROCESS:**



**Registration Steps**

1. Select your courses on the Aeorion SMS using information provided to you by your Academic Department.
2. Pay the requisite fees in accordance with the guidelines given above  
**(Tuition Fees, Payment Options & Payment Channels)**
- 3a. Complete the Application for Financial Clearance google form available on The Mico University College web site (<https://themico.edu.jm/>)
- 3b. Receive approved email confirming Financial Clearance
4. Complete your registration (step 4) on the Aeorion SMS before the registration deadline.

**Office of the President, August 20, 2024**